

# Posting to ParentSquare: Quick Guide for Room Parents

## *Drafting a Basic Post*

1. On your ParentSquare home page, click the blue NEW POST button.
2. TO: Select the desired class.
3. WHO SHOULD SEE THIS: Usually you will select “Staff and Parents” so your post can be seen by the teacher and all class parents. If you’re planning a secret event or gift for the teacher, however, be sure to select only “Parents.”
4. SUBJECT: Use your teacher’s name as part of your subject line so parents can easily manage posts/emails for multiple classes.
5. DESCRIPTION: Add your message. Note that there is an option to include a live link, which can be handy if you want to provide direct access to a Google doc, website, or previous ParentSquare post.

## *Including “Post Add-Ons” (optional)*

If applicable to your post, you can add some or all of the following POST ADD-ONS by using the menu on the left side of your screen.

- Calendar Entry/RSVP - Useful if you’re posting about a specific event that you want to appear on your class’ ParentSquare calendar (eg, Halloween party or end-of-year car parade)
- Attach Photos or Files
- Forms/Permissions (rarely used by room parents)
- Ask for Items (eg, party treats, craft supplies)
- Request Volunteers (eg, field trip chaperones, party volunteers)

## *Posting to ParentSquare*

You’ll find NOTIFICATION OPTIONS on the right side of your screen.

1. Select “Send at user preferred time,” so parents will receive the message when it’s most convenient for them. (Parents will receive your message either immediately or later in the day, depending on their ParentSquare settings.)
2. Click “Preview” to be sure your post looks how you intend it to look. Click “Hide Preview” after previewing.
3. Click the little arrow on the POST NOW button and then select when you would like to send your post:
  - POST NOW - Your post will be published now
  - SCHEDULE - Select a date/time in the future
  - SAVE DRAFT - Your post will be saved in “Scheduled & Draft Posts” so you can continue working on it later. (You can find Scheduled & Draft Posts on the left side of your home screen under “Communicate.”)
  - PREVIEW