

HOW DO I SEND A NOTICE (COMMUNICATION)

Sending a basic communication is an easy and fun functionality in the system. Of course the required permissions must be possessed in order to send a communication.

In addition, the more households and individuals who have email addresses in your group the more successful the communication function.

Objectives:

- You will learn how send the basic notice

Summary:

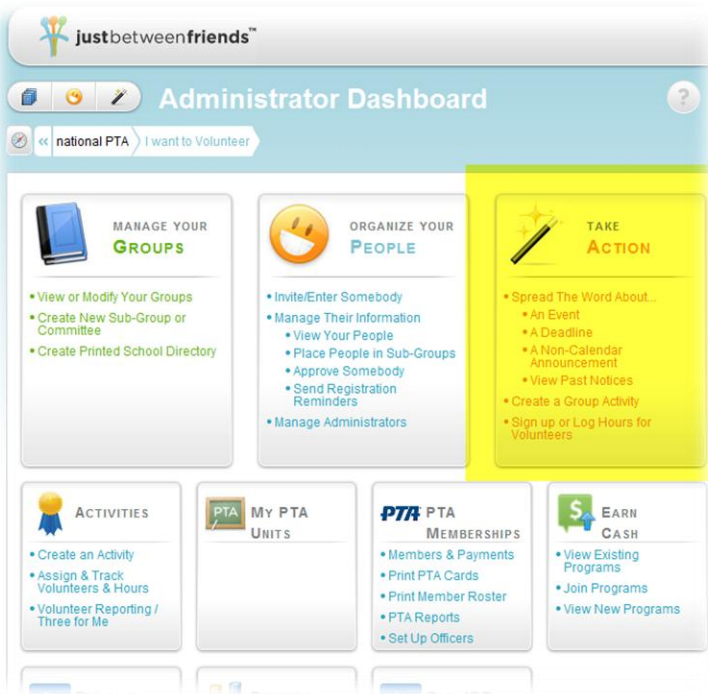
Log into your “Administrator’s Dashboard” → Select a type of notice to send under the Magic Wand
→ Address each field as needed → Click on “Send/Post Notice” button

Detailed Instructions:

1. Log into your admin side of the system, you should see the “Administrator Dashboard”. (Please, contact customer support if you do not see this page. You may not have the proper permissions).



2. Here, take note of the box with the  icon.



3. There are three types of Notices you may send, Event, Deadline and Announcement:

a. An event has a beginning and ending date and if desired a beginning and ending time.

i. Example PTA meetings.

ii. Open Houses

iii. Book Fairs

iv. Room Parties

4. For an Event click on the link in orange words: **An Event**

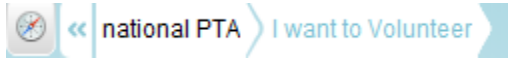


5. You will get a screen something like this one below (you will have to scroll down to see everything)

The screenshot displays the 'Add a Notice' interface on the Just Between Friends website. At the top, there are navigation links for 'Sheffier Home', 'JBF', 'Admin', and 'State PTA'. The main heading is 'Add a Notice'. Below this, there are fields for 'Send this Notice on behalf of' and 'using the [JBF Colorful Short (Default)] template'. There are also links for 'View Sample Notice' and 'Manage Notice Templates (BETA)'. The form is divided into several sections: 'TYPE OF NOTICE' with radio buttons for Event, Deadline, and Announcement; 'WHEN IS THE EVENT?' with fields for 'Begin Event' and 'End Event', each with 'Begin has time' and 'End has time' checkboxes; 'ACCENTS AND CUSTOM ELEMENTS' with fields for 'Group Name', 'Logo Image', 'Primary Accent Color', and 'Secondary Accent Color'; 'SUBJECT' and 'NOTICE DESCRIPTION' text areas; 'YOUR COMPLETE MESSAGE (BODY OF EMAIL)' with a rich text editor; 'ATTACH A FILE FROM YOUR COMPUTER' with a 'Browse...' button; 'ATTACH PREVIOUSLY UPLOADED FILES' with a list of files; 'WHEN THE NOTICE WILL APPEAR ON THE STARTPAGE' with 'Start to display notice' and 'Remove notice from display' date pickers; 'PUBLIC CALENDAR' with a 'Display on Public Calendar?' checkbox; 'SEND EMAIL ALERT' and 'WHEN TO SEND INITIAL EMAIL ALERT' sections; 'SEND EMAIL REMINDER' with options for 'Day of Event'; 'WHAT DO YOU WANT THE EMAIL REMINDER TO SAY?' with radio button options; and 'REPLY OPTIONS' with checkboxes for email and phone replies. At the bottom, there are 'Preview', 'Send Me A Sample', 'Send/Post Notice', and 'Cancel' buttons. A footer contains links for 'About', 'Privacy Policy', 'Group Agreement', 'Terms & Conditions', 'Contact Us', and a login status for 'Julia Corsolone'.

When entering an event the required fields are:

- a. **Beginning and Ending date** (and time if desired).
- b. **Recipient** (Group) you wish to send the communication. If you do not see your group, be sure to click on the unit name or the highest group you have permissions for in the arrows above to “*backup*” to a level you can see all your groups. Example:



- a. Who do you wish to send it to? The whole school? One of the classrooms? A sports group?

Hint: If you wish to change the recipient list click on the button “Change Recipient List”. You may also select more than one recipient group at a time; such as first and second grade parents by placing checkmarks in the boxes to the left of the group.

c. Group Name

d. Subject

- e. **Start to display notice:** The next fields you will encounter are the ones designating when the notice will appear on the members, of the group(s) you are sending to, “Start Page”. (This is the page you first land on when you log into your account at www.justbetweenfriends.com). Fill in the “Start to display notice” and then the “Remove notice from display”.

Hint: You can set notices to appear on the Start Page in the future. Example you could set up your PTA meetings for the year and set them to appear in the correct month they are scheduled.

f. Remove notice from display

6. Recommended fields:

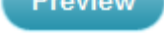
a. Description

- b. **Body of notice** – of course we usually wish to write something here

c. Attachment(s)

- d. **Send Email Alert:** Do you wish to not only post this to the “Start Page” but send an email notice too? In most cases people do. The check box for “Send Email Alert” or to send an email, is automatically checked. Deselect if you wish to just post to the “Start Page” or “At A Glance” page. In addition do you wish to change the default time of the email alert (when it will begin to be sent out)

Hint: Click on the “Send Immediately” box if you wish to override the default time for the notice to go out. If you have a large group it may take an additional time to get all emails out.

7. When you have completed filling in the blanks click on the  button and it will show you an example of your notice you are about to send. For an announcement you may see something like this:



8. Click on the  button when you are done viewing



9. When happy with your entries click on the  button

Let me customize the reminder

REPLY OPTIONS

Choose how or if you want members to be able to reply to this notice.

I will accept replies by email. Use my email address as the Reply-to address.

I will not accept email replies to this message.

I will accept phone replies. Include my phone number.

The notice preview doesn't show the sections at the top, right side or bottom (surrounding the message) that include login to the recipients' account, unsubscribe/change delivery instructions, or side messages that go out on every notice.

10. Either click on the button if you do not wish to send or the button if you do wish to send. By clicking on the button, your notice will be sent to all group members you have selected and there is not a way to stop the notice from being emailed at that point

Ready to save? X

Announcement Details

Email notice will be sent **01/12/2011**

Notice will be displayed on recipients' StartPage from **01/12/2011 12:00 PM to 01/20/2011 12:00 AM**

Sending a Deadline or Announcement

The second type of notice is a deadline. A deadline notice has an ending date and if desired an ending time.

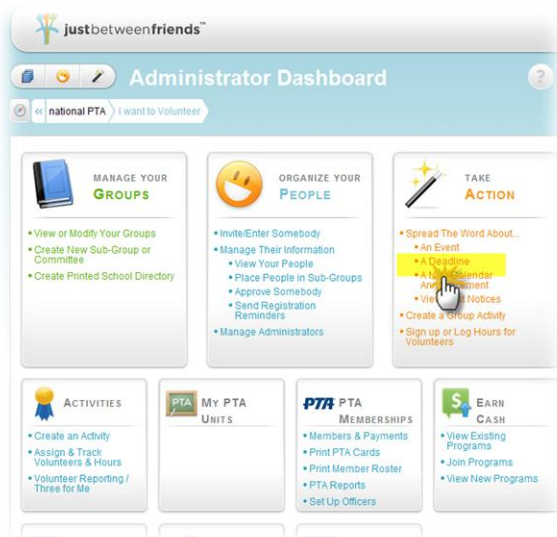
Hint: You can always change the type of Notice you send when you arrive at the “Add a Notice” page



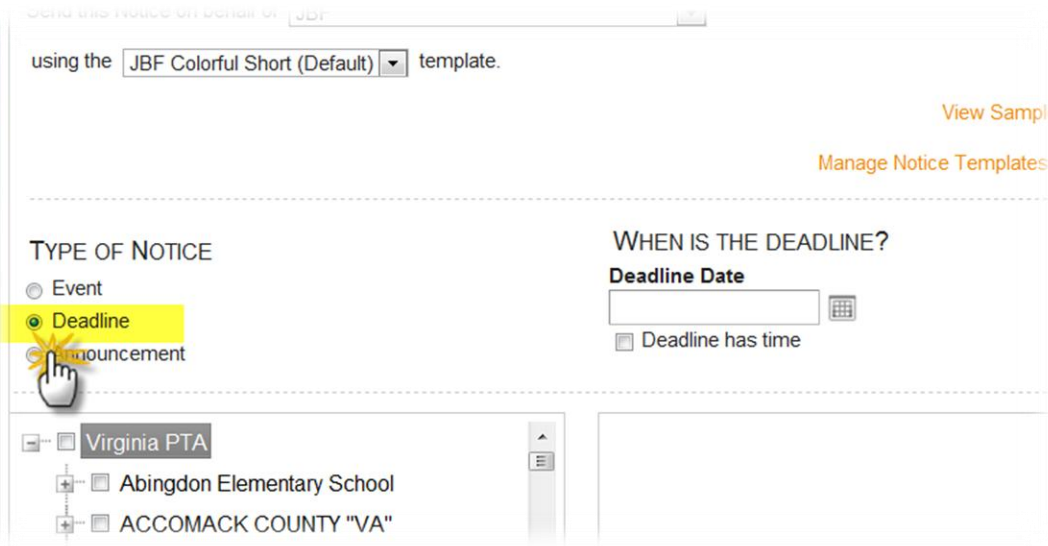
1. Examples of deadlines might be:
 - i. Fund Raisers
 - ii. Permission Slips
 - iii. Healthcare Forms

2. . For a deadline click on the words in orange words: “**A Deadline**” from the “Administrator

Dashboard” in the box with the  icon



3. Or if you are already on the “Add a Notice” page, select the radio button beside the word “Deadline”



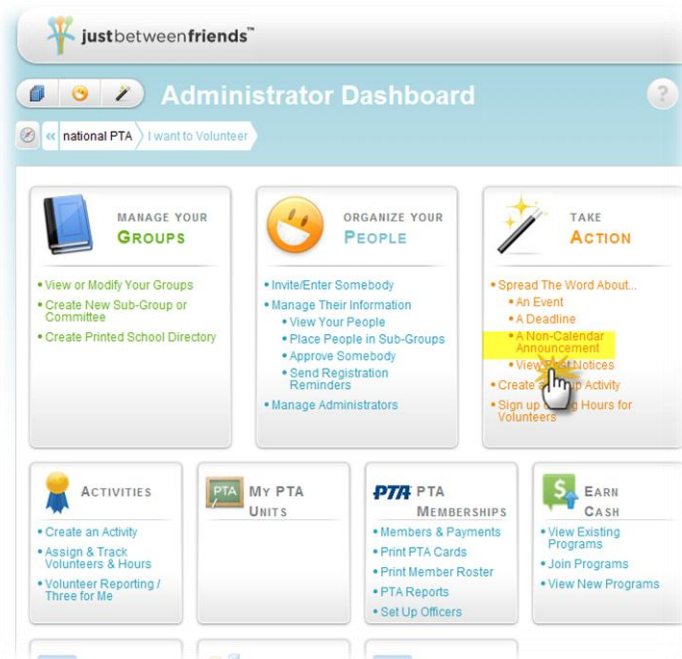
4. The third type of notice is an Announcement. An announcement has no beginning or end date and time.

a. Examples of Announcements might be:

- i. Newsletters
- ii. New teachers
- iii. Lunchroom Monitor Schedules

5. For a deadline click on the link in orange words: **“A Non-Calendar Announcement”** from the

“Administrator Dashboard” in the box with the  icon



6. Or if you are already on the “Add a Notice” page, click on the radio button to the left of the word “Announcement”

using the template.

TYPE OF NOTICE

Event

Deadline

Announcement