Once logged into FACTS please Select Communications from the Main Menu



Select Parent Alert from the Communications dropdown menu



Select Email Message

Parent Alert	•				
COMPOSE	FILTER	RECIPIENTS	TODAY'S ALERTS		
O Text Messa	age 🔿 Void	e Message 🔵 T	ext to Speech 🔘 Email Message	-	Select Email Message

Select the Calendar and Time Icons to Schedule Date and Time Email will be Sent. Type a Subject for the Email and Type Email Message



Select Filter to Display Recipient Filter Options. Select Filters to Limit the Recipient List. Select Recipients and Click > to Select Individual Recipients or >> to Select All Recipients

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	COMPOSE FILTER	R	Select Filter				
Select Filters to Limit the Recipient List	School High School Status Enrolled	•	Student •	Staff	Staff Will text the Cell phone listed on the staff screen		Staff I Will ter individu emerge relation
	District Wide Filter		Q Search by n Bryant, Joshua	Students Student Will text the Cell phone listed on the student screen			Custo Will ter Individ
	Gillham, Amanda Gilliam, Christopher Glaske, Collin Glaske, Dakota Glaske, Matt.	 Biyani, Joshida Chapman, Taryn Dover, Lisa Gaines, Megan Gerard, Chad 			Correspondence Will text the Cell phone of any individual marked as correspondence in the relationship card		Grand Will te- individ grandp card

Click Recipients to view a list of All Individuals to Receive the Alert.

COMPOSE	FILTER	RECIPIENTS	F	Click Recipients		
mails				-		
Pers	on	Correspondence	•	Cus	tody	
Adams, Emma		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Adams, Frank		N/A	~~~	N/A		
Adams, John		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Akins, Maggie		Lee-Ann.Pepicelli@facts	mgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Allison, Gabrielle	2	Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Alvarado, Hannal	h	Lee-Ann.Pepicelli@facts	imgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Alvarez, Raelynn		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Andrews, Diana		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Bachman, Andre	9	Marielaubach@yahoo.co	om	Marielaubach@y	ahoo.com	
Bachman, Kayla	8	Marielaubach@yahoo.co	om	Marielaubach@y	ahoo.com	
Baird, Lexi		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Baird, Ryan		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Barnett, Alexand	ra	Lee-Ann.Pepicelli@facts	mgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Barnett, Josephin	ie	Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Benavides, Greys	ion	Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicelli@factsmgt.com		
Bender, Alyssa		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicelli@factsmgt.com		
Bender, Julian		Lee-Ann.Pepicelli@facts	smgt.com	Lee-Ann.Pepicel	li@factsmgt.com	
Benton, Sienna		Lee-Ann.Pepicelli@facts	smat.com	Lee-Ann.Pepicel	li@factsmot.com	

Click Send to Send the Message as Scheduled Alert

COMPOSE	FILTER	RECIPIENTS	TODAY'S A	LERTS	Click Send Ale	rt	Send Alert
🔘 Text Messag	e 🔿 Void	ce Message 🔵 T	ext to Speech	Email Met	ssage Templates	• 🖬	
Parent Ale	rt - Ema	il Message					
Parent Alert - En time.	nail allows	you to compose n	nessages to b	e sent to mult	iple email addresses	at a scheo	duled date and
Schedule							
01/07/2023 06:5	4:44 PM	İ ()					
Subject *							
Reminder: 8th Gr	ade Graduat	ion Fundraiser					
D ; 11	c 0	× ² ∧ − ∧		Λ - σ -	=- t=- 1= -		= = //-
	5 ^	2 A A A	A PA V	M 1			

Sent Alerts may be Reviewed in Today's Alerts

COMPOSE FILTER		R	ECIPIENTS	TODAYS	S ALERTS	+	Click on Today's Alerts	
School			Туре			Staff		
High School		٠	Student	*	Ŧ	Ξ	Staff	
Status							Will text the Cell pl	
Enrolled		٠	Substatus				on the staff screen	
District W	ide Filter					Stude	nts	
Q S	earch by n]		Search b	y n		Student Will text the Cell pl	