

Guide: Room Parent Message Boards

updated 9/30/20

1. In Membership Toolkit, click on “Message Boards” → “Room Parent Message Board”
2. To customize the welcome page, you can click on “Edit Page” below and add your contact info.
(An email is NOT generated to parents when you adjust this preamble.)

The screenshot shows a green success message box at the top with the text "Success Page Updated". Below it is the main content area titled "Room Parent Message Board - 6-Zorra". The content includes a welcome message, the room parent's name (Michele Schaapveld) and email (tingmss@yahoo.com), and an "edit page" button which is circled in red.

Posting a Message

1. To post messages, click “Add Message”. Only room parents can post messages.

The screenshot shows the "Messages" section. It displays a single message from Michele Schaapveld. At the top right of the message list is an "add message" button, which is circled in red.

2. Add your Message Title, this is the subject line of the email that will be sent to your Message Board Members.
3. Add your message to the “Message Body” section.
4. To add an attachment, click the ‘Choose File’ and upload the file from your computer (file must be .pdf, .jpeg or .png).
5. Click ‘Save and Send Notifications’. This will post your message as well as send an email to **everyone** on your message board. They can read the message in its entirety from their email, or log and visit your message board to the message, download the attachment and see all previous messages.

Editing/Removing a Post

1. To edit or remove a post you’ve previously posted, hover over the message and a ‘delete message’ and ‘edit message’ button will appear.

2. Click on the 'delete message' and the system will ask you if you are sure you want to delete the message.
3. Click 'yes' and the message will be deleted and no notification will be sent.
4. To edit the message, click 'edit message'. The text box will appear and you can edit your message as well as the subject (you can also indicate it is an edited message).
5. Click 'save'.
6. Your edited message will save and **an email will be sent to everyone on your message board with the updated message.**

Questions: Contact Tiffany Etzel – tiffanyetzel@gmail.com