



Parent Training: Getting Started

Insert
Trainer
Photo
Here

<Insert Trainer's Name>

parentsquare.com





Download the app



Android



iOS

Today's Agenda

- What is ParentSquare?
- Good to knows for parents
- Three ways to communicate in ParentSquare
 - Posts
 - Direct Messages
 - Smart & Urgent Alerts
- Account setup and contact verifications
- Notification and language preferences





ParentSquare Overview

One Central Tool

One spot to access information and get in touch with key personnel.

Quick Translations

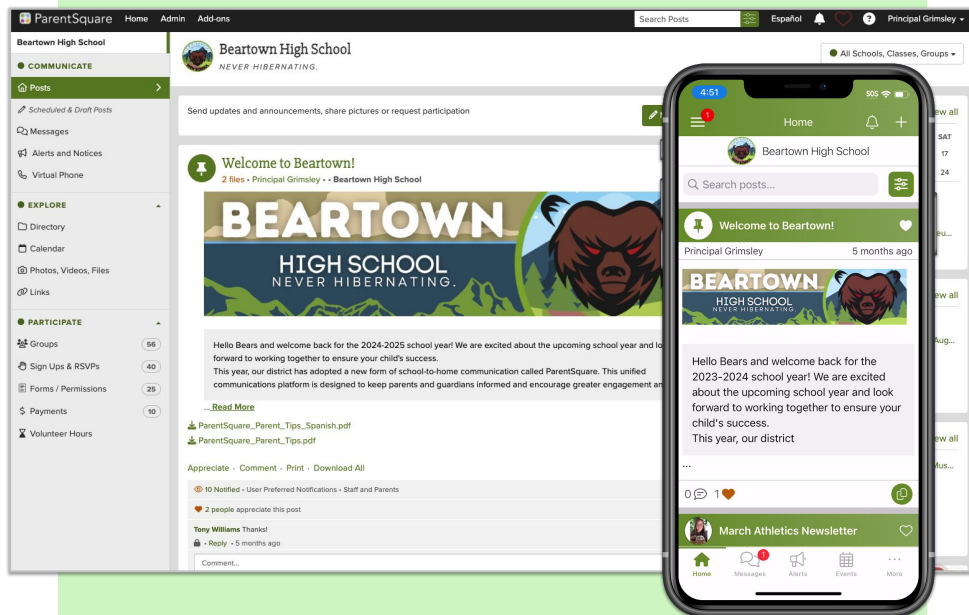
Automatic translations into over 190 languages.

Two-Way Communication

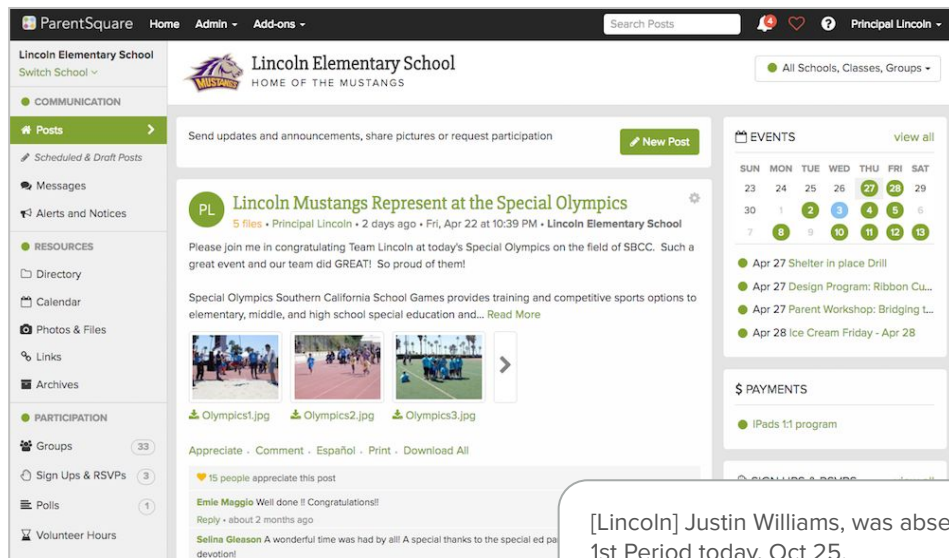
Stay up to date and engaged with the content by completing forms, volunteering, and much more right from inside ParentSquare

Text, Email, App, Voice

Receive notifications in a variety of ways. Users can set notification preferences for communication



Multiple Ways to Communicate

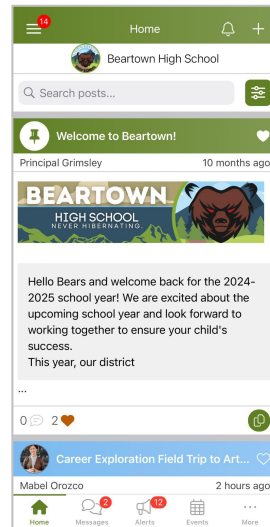


[Lincoln] Justin Williams, was absent from 1st Period today, Oct 25.
Call 555-622-3634 x 1011 or click <http://psqr.io/ZNeCYi2YH> to excuse.

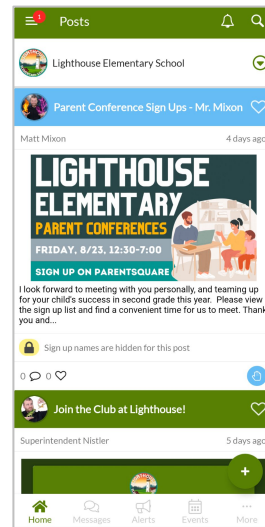
Mobile-Friendly and Familiar Website

Email and Push Notifications

[Lincoln] First meeting this Friday
<http://psqr.io/ANeCRTi6>



Native iOS and Android Apps



Good to Knows: For Families

Notifications

- You choose how and when

What to expect

- What was on paper is now on your phone.

You can reach out too!

- Message any school staff (except principal), including classroom teachers and assistant/room parent.



Posts

Everyday communication

Newsletters, announcements, and updates to keep you in the know. Content is automatically translated into over 180 languages.

Engage with posts

RSVPs, volunteer sign ups, wish lists, forms, and more.

Appreciate and comment

Interact further by commenting (privately) and appreciating on posts.



Welcome Back to School

Vanessa Garcia • 17 days ago • Monday, Jul 6 at 6:52 AM • Hope Springs Central School District



This post can be viewed by users outside of ParentSquare



Welcome back, families!

We are thrilled to be back on campus for a new year of learning and growth. We know that you have all been working hard over the summer, and we are excited to see what you will accomplish this year.

Please don't forget to complete the allergy form.

As we take on this new school year, we are asking for your support in providing our students with the best possible learning...

[Read More](#)

[Appreciate](#) · [Print](#)

Direct Messages

Instant real-time chat

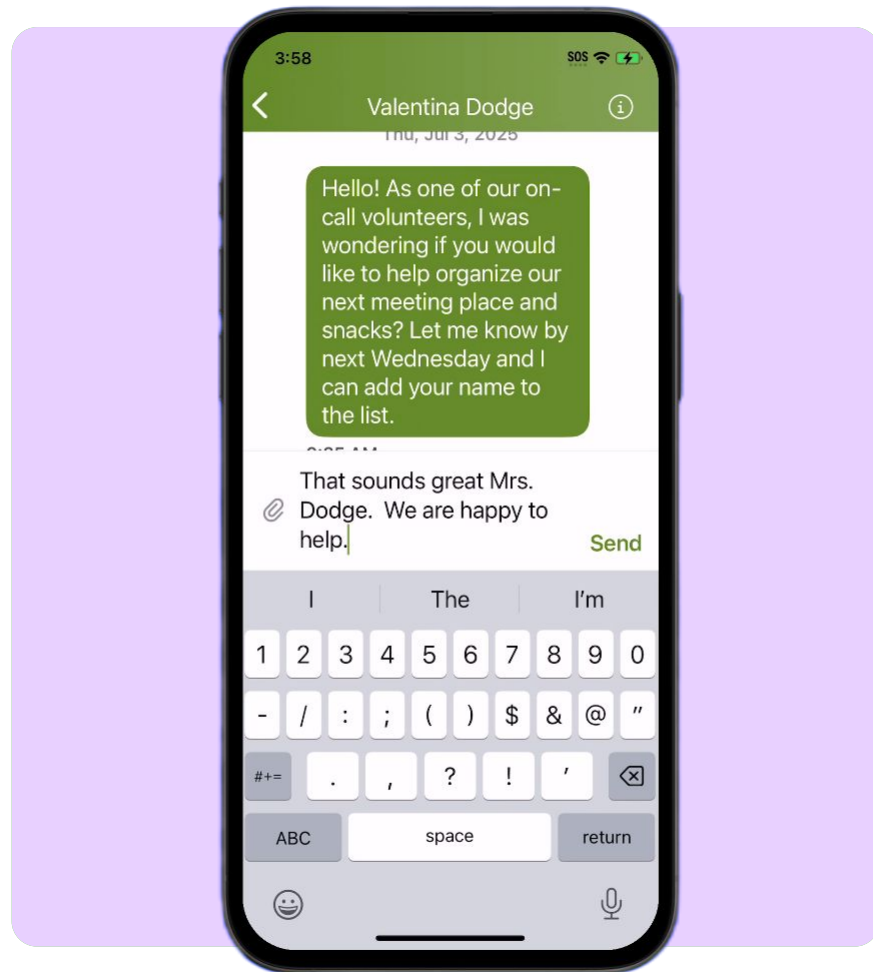
Send and receive direct messages over text, email, web, or the app.

Private or group conversations

Send a single message privately to all recipients (BCC) or hold a group conversation.

Two-way translation

All message are two-way translated



Alerts

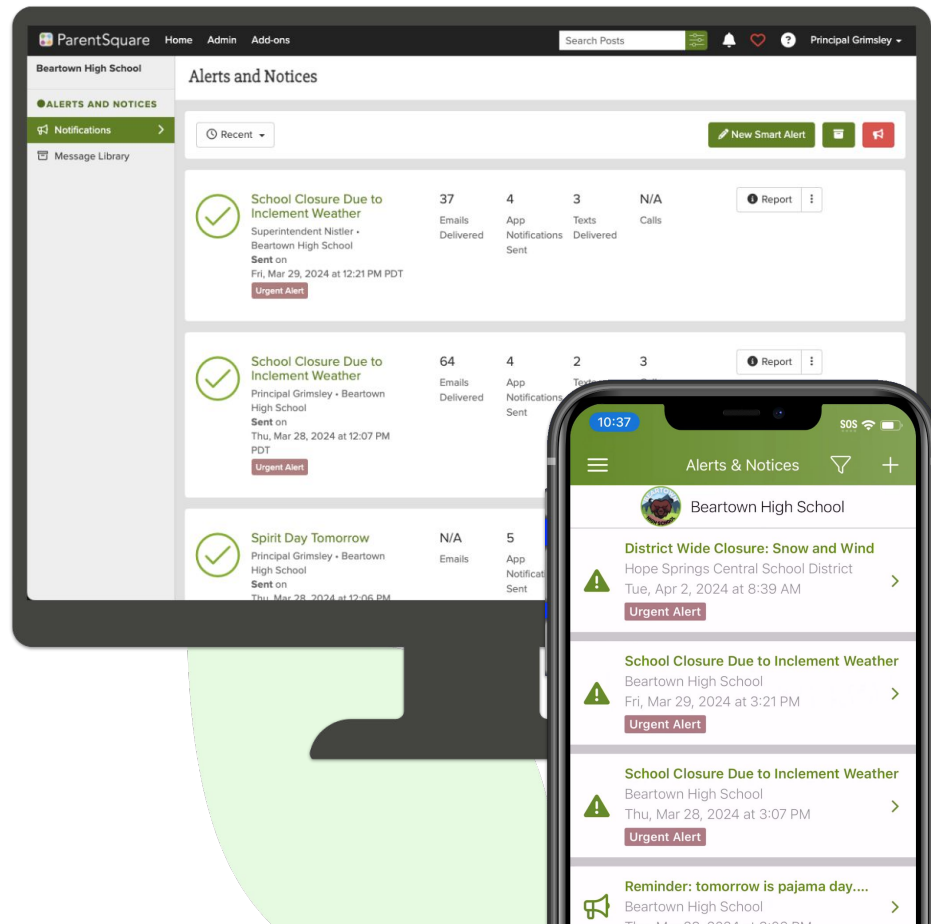
- One-way messages sent over email, text, app, and voice.
- Visible in the Alerts & Notices section

Smart Alerts: Important but *not* critical

Ideal for time sensitive school updates and announcements.

Urgent Alerts: Reserved for dire, critical situations

Ideal for closures, lockdowns, hold in place, etc.



Activate or Sign In



Download the ParentSquare mobile app

Send and receive school communications on the go



Sign In

Email or Phone Number

Password

[Forgot password?](#)

Sign In

OR

 Sign In with Google

 Sign in with Microsoft

Register

Email or Phone Number

Get Started

You must use the email/phone you provided to your school

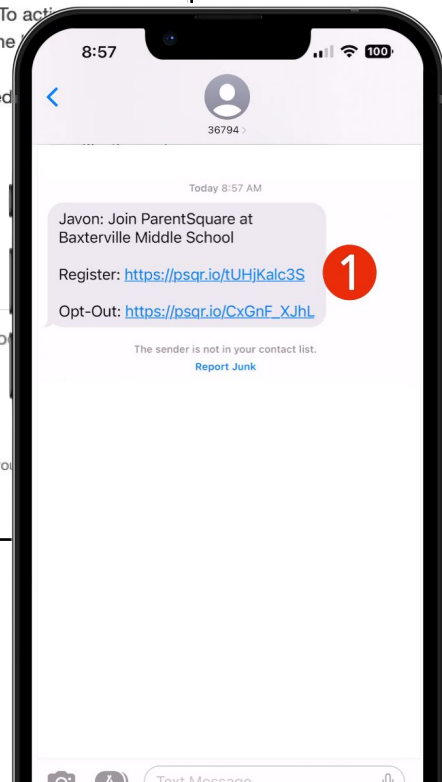
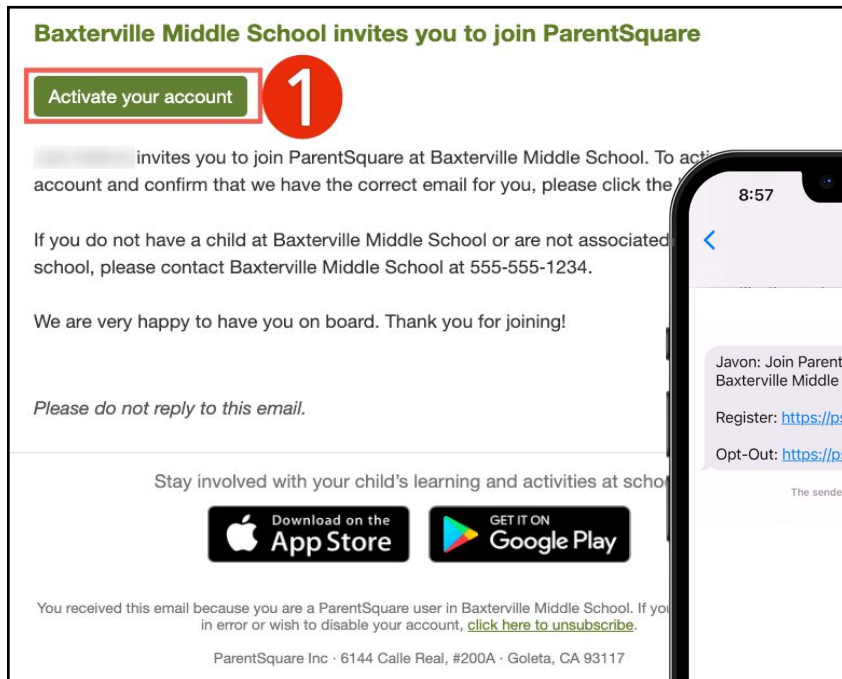
www.parentsquare.com/signin

Download the free mobile app for Android or iOS

Access ParentSquare from your device at www.parentsquare.com

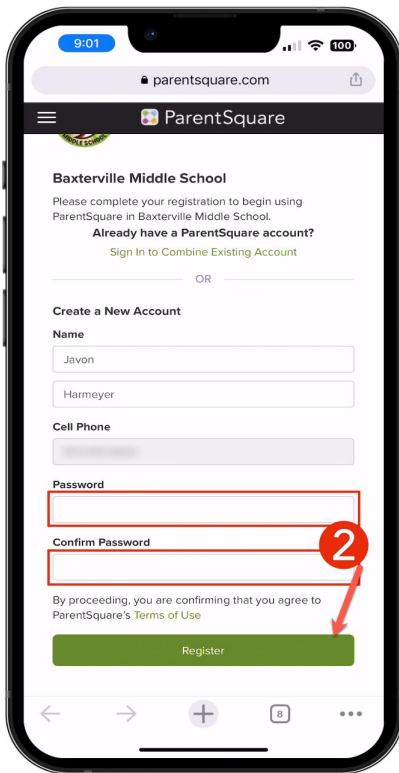
School Invitation

1. Open the invitation email or text. Click **Activate your account** or tap the link to activate your account.



School Invitation

2. Create a password for your account and click **Register**.



9:01

parentsquare.com

ParentSquare

Baxterville Middle School

Please complete your registration to begin using ParentSquare in Baxterville Middle School.

Already have a ParentSquare account?
[Sign In to Combine Existing Account](#)

OR

Create a New Account

Name

Javon

Harmeyer

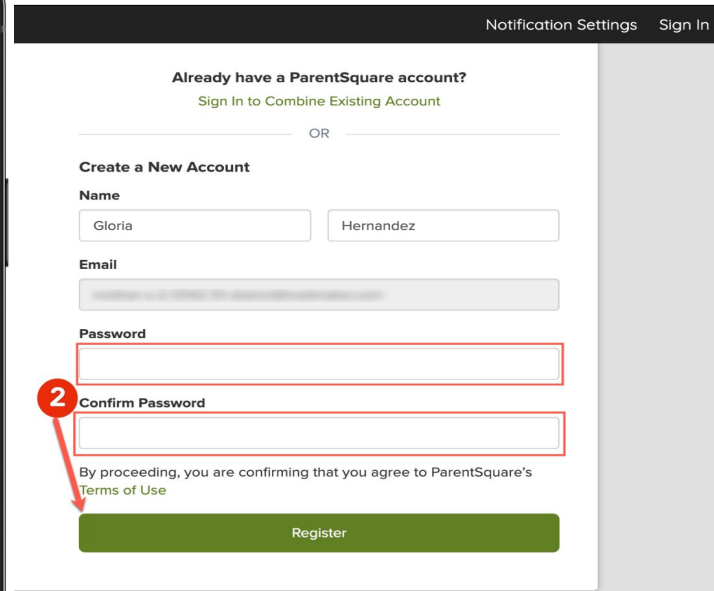
Cell Phone

Password

Confirm Password

By proceeding, you are confirming that you agree to ParentSquare's [Terms of Use](#)

Register



Notification Settings Sign In

Already have a ParentSquare account?
[Sign In to Combine Existing Account](#)

OR

Create a New Account

Name

Gloria Hernandez

Email

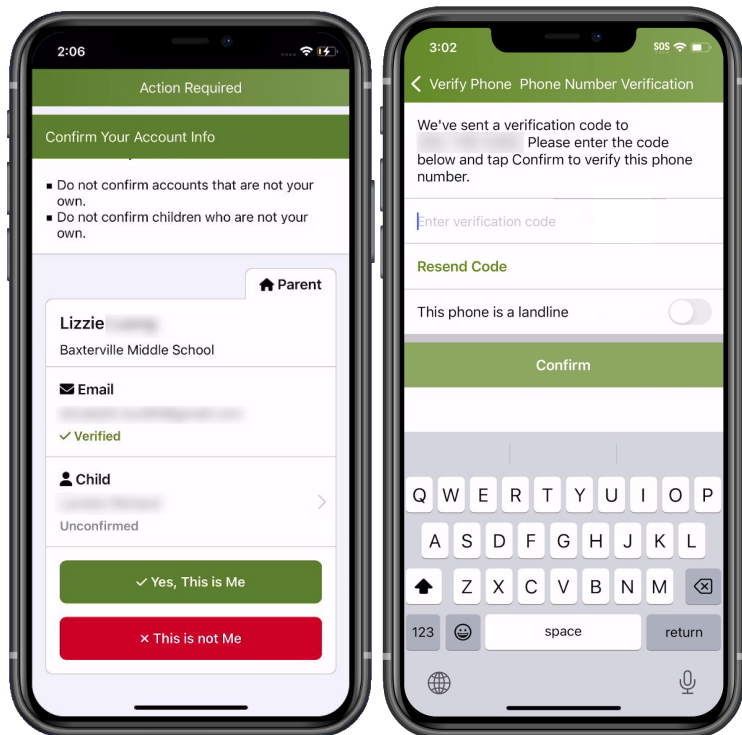
Password

Confirm Password

By proceeding, you are confirming that you agree to ParentSquare's [Terms of Use](#)

Register

Confirm your contacts (mobile)

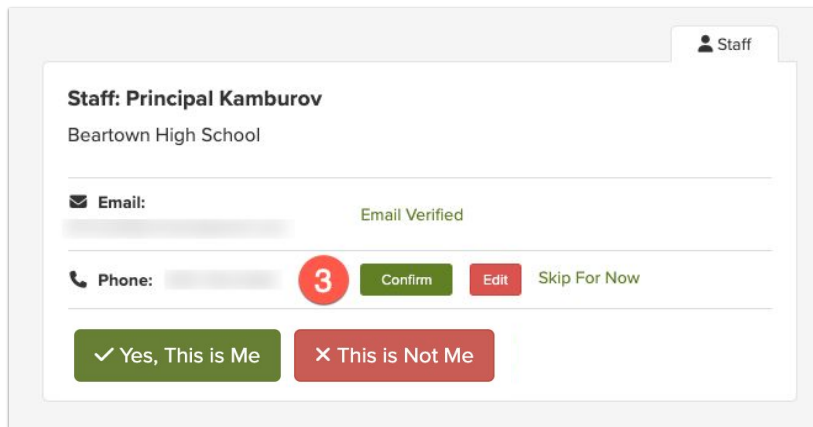


3. Click **Confirm** for your phone number and/or email.

A verification code will be sent to your email or phone number.

4. Enter the verification code(s) to confirm.

Confirm you contacts (web)

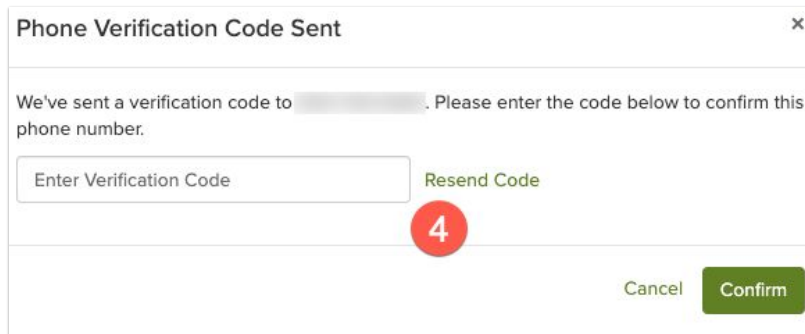


Staff: Principal Kamburov
Beartown High School

Email: [redacted] Email Verified

Phone: [redacted] **3** Confirm Edit Skip For Now

✓ Yes, This is Me ✗ This is Not Me



Phone Verification Code Sent

We've sent a verification code to [redacted]. Please enter the code below to confirm this phone number.

Enter Verification Code [redacted] Resend Code

4

Cancel Confirm

3. Click **Confirm** for your phone number and/or email.

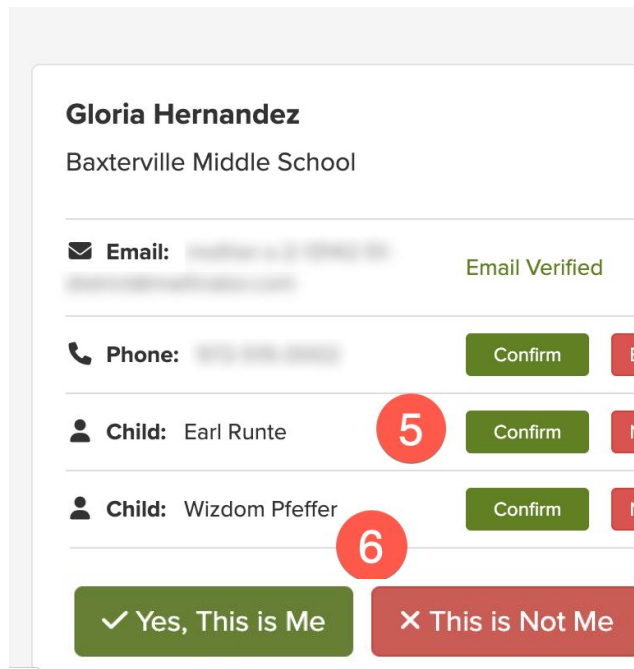
A verification code will be sent to your email or phone number.

4. Enter the verification code(s) to confirm.

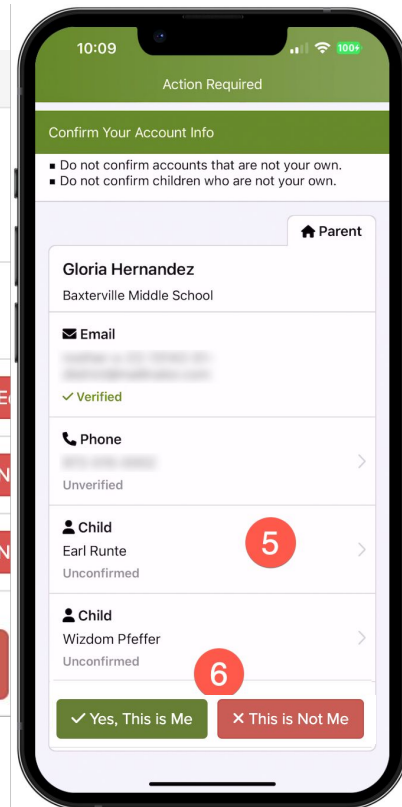
Confirm your students (multiple)

5. Confirm your students by clicking **Confirm**. Select **Not My Child** if a child is not associated with you.

6. Select **Yes, This is Me** as your final confirmation.



The desktop interface shows the confirmation process for Gloria Hernandez at Baxterville Middle School. It lists the user's email (verified) and phone (unverified). Below, two children are listed: Earl Runte and Wizdom Pfeffer. Each child has a green 'Confirm' button and a red 'Not My Child' button. Red circles with the number '5' are placed over the 'Confirm' buttons for both children. At the bottom, there are two large buttons: a green 'Yes, This is Me' button and a red 'No, This is Not Me' button. A red circle with the number '6' is placed over the 'Yes, This is Me' button.

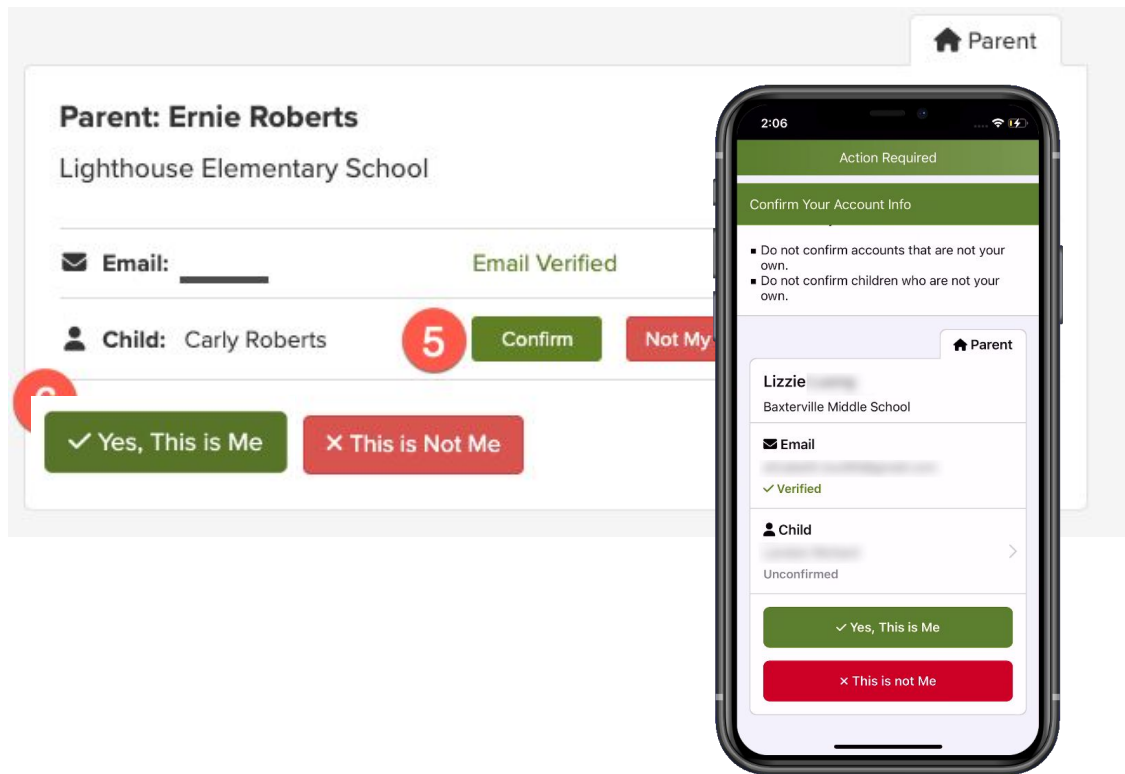


The mobile interface shows the same confirmation process. It includes the user's name, school, and contact information. The children list shows Earl Runte and Wizdom Pfeffer, both marked as 'Unconfirmed'. Red circles with the number '5' are placed over the 'Confirm' buttons for both children. At the bottom, there are two buttons: a green 'Yes, This is Me' button and a red 'No, This is Not Me' button. A red circle with the number '6' is placed over the 'Yes, This is Me' button.

Confirm your student (single)

5. Confirm your students by clicking **Confirm**. Select **Not My Child** if a child is not associated with you.

6. Select **Yes, This is Me** as your final confirmation.



Name misspelled?

Wrong email or phone number?

Missing a student on your account?

**Contact your district or school
administrator to update your
information.**

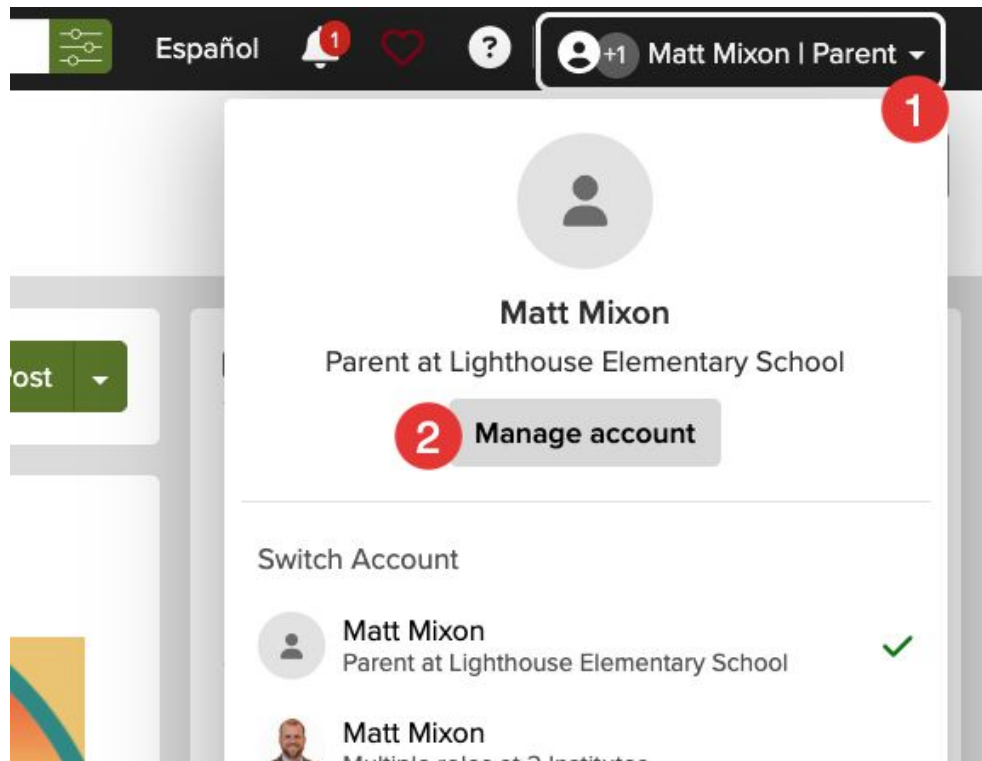
Notification settings (mobile)

1. From Home, tap the **Menu** (three horizontal bars) at top-left.
2. Select **Account**.
3. Select **Notifications**.
4. Use the toggle to turn notifications on or off (text, email, app).
5. Select Instant or Digest for each mode.



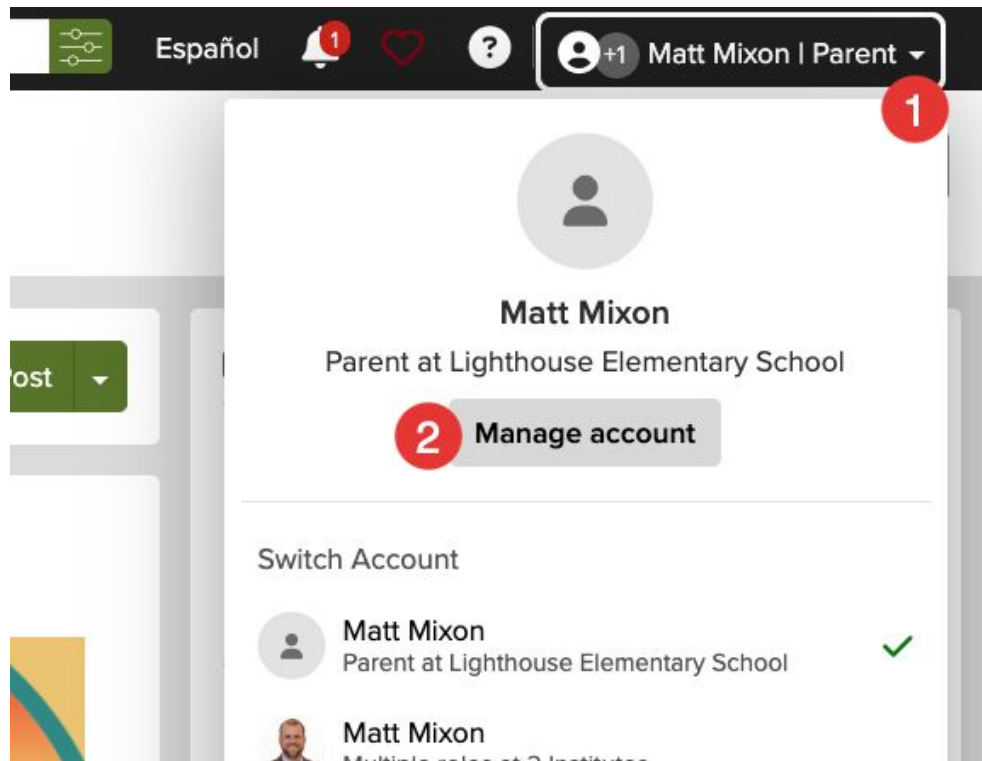
Notification settings (web)

1. Click your name in the upper right.
2. Select **Manage account**.



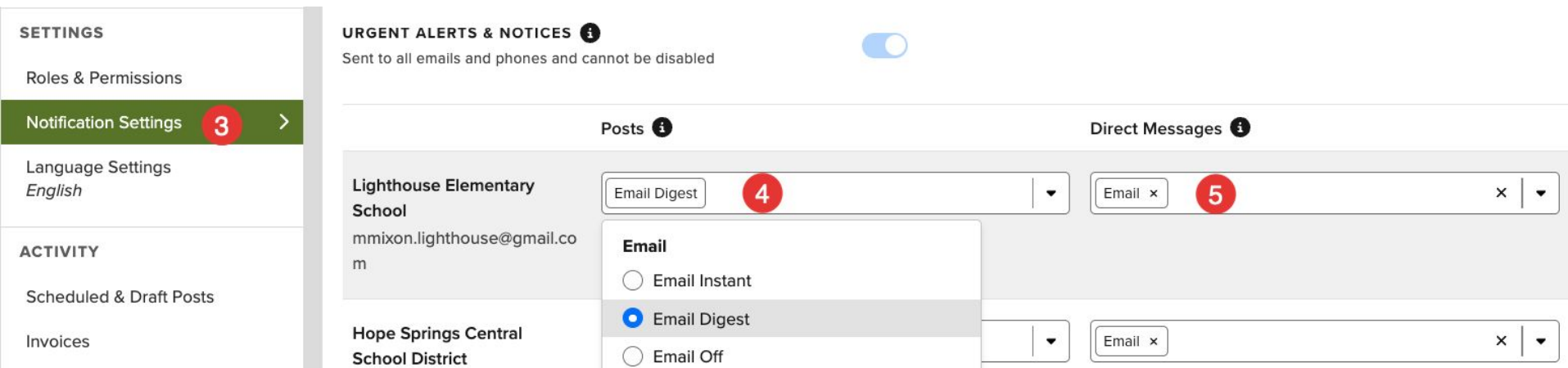
Notification settings (web)

1. Click your name in the upper right.
2. Select **Manage account**.



Notification settings (web)

3. Select **Notification Settings**.
4. Choose your preferred notification settings for general announcements (**Off**, **Instant**, or **Digest**).
5. Choose your Direct Messages preference (**Email**, **App/Text**).



The screenshot displays the ParentSquare web interface for notification settings. On the left, a sidebar contains a 'SETTINGS' section with 'Notification Settings' highlighted by a green bar and a red circle with the number 3. Below this is an 'ACTIVITY' section. The main content area is titled 'URGENT ALERTS & NOTICES' with a toggle switch. Below this, there are two columns: 'Posts' and 'Direct Messages'. Under 'Posts', a dropdown menu is open for 'Lighthouse Elementary School', showing options: 'Email' (selected), 'Email Instant', 'Email Digest' (highlighted), and 'Email Off'. A red circle with the number 4 is next to the 'Email Digest' option. Under 'Direct Messages', a dropdown menu is open for 'Hope Springs Central School District', showing options: 'Email x' (selected), 'Email x' (with a red circle 5), and 'Email x'.

SETTINGS

- Roles & Permissions
- Notification Settings** 3
- Language Settings
English

ACTIVITY

- Scheduled & Draft Posts
- Invoices

URGENT ALERTS & NOTICES ⓘ

Sent to all emails and phones and cannot be disabled

Posts ⓘ

Lighthouse Elementary School
mmixon.lighthouse@gmail.com

Email Digest 4

Email

- ☐ Email Instant
- ☒ Email Digest
- ☐ Email Off

Direct Messages ⓘ

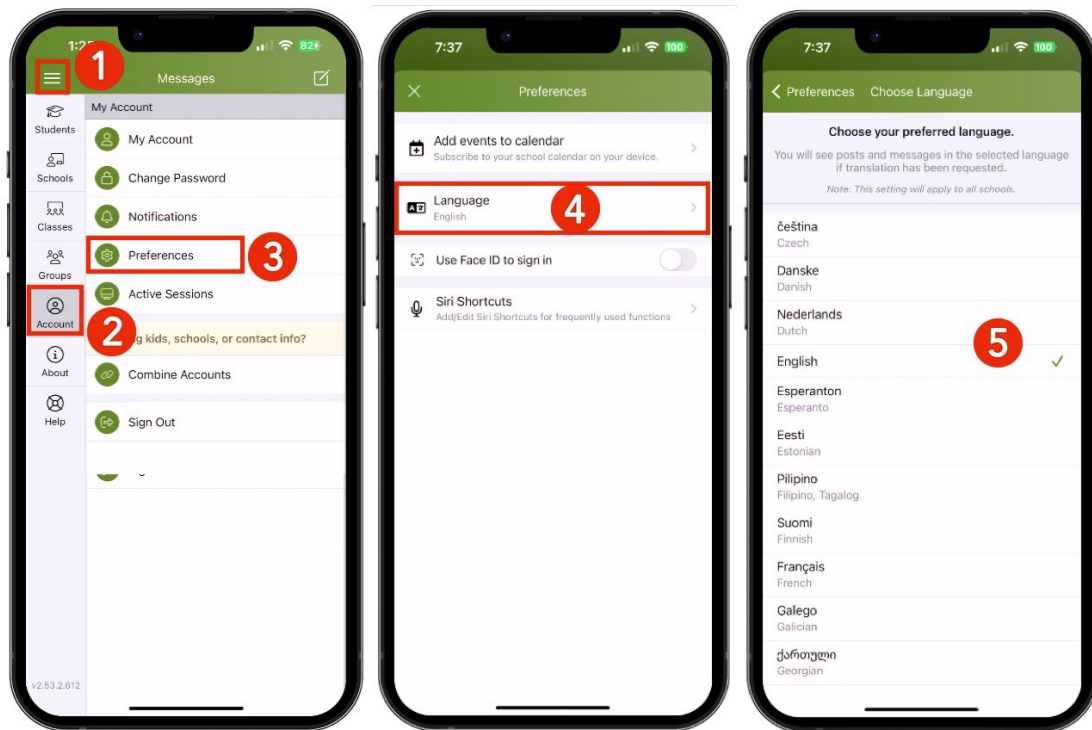
Hope Springs Central School District

Email x 5

Email x

Language settings (mobile)

1. From Home, tap the **Menu** (three horizontal bars) at top-left.
2. Select **Account**.
3. Select **Preferences**.
4. Select **Language**.
5. Scroll and tap the language of your choice.



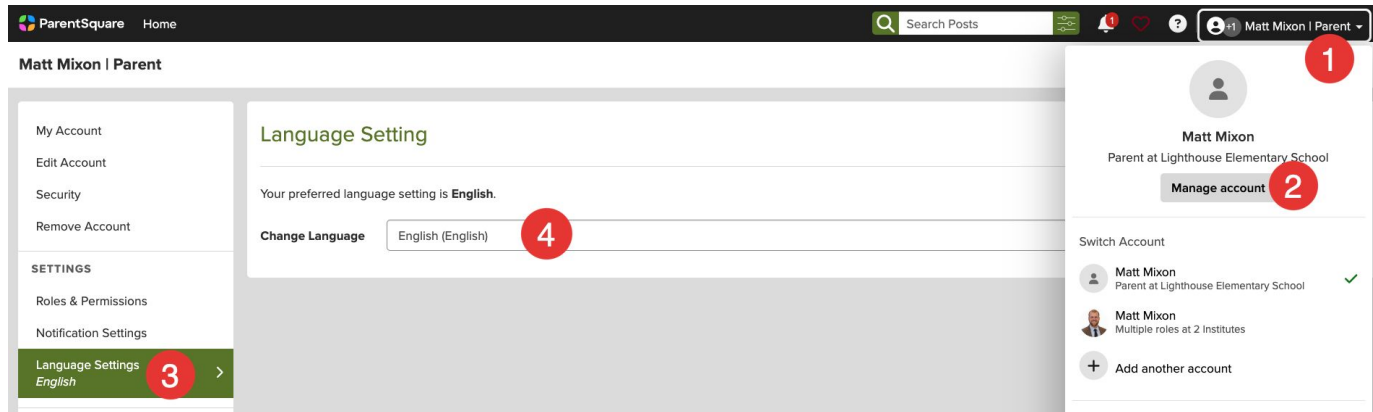
Language settings (web)

1. Click your name in the upper right.

2. Select **Manage account**.

3. Select **Language Settings** on the left

4. Click the **drop-down menu**, select **language**, and **Save**.





Questions?



Thank you!

ParentSquare

