# \*\*PLEASE NOTE: To ensure you are able to receive Alerts from FACTS SIS Please Text\*\* the keyword "START" to 22-383 from your mobile device

Once logged into FACTS please select Communications from the Left Side Menu



#### **Select Parent Alert**



#### Select Text Message

		COMPOSE	FILTER	RECIPIENTS	TODAY'S ALERTS	
Select Text Message	•	Text Message	ge 🔿 Voic	e Message 🔵 T	Text to Speech 🔵 Email Message	

Select the Date or Time Icon to adjust the Date or Time the Alert should be sent. Enter the Subject and Message for your Alert. *\*\*Please Note: Text Messages are limited to 280 Characters* 

	COMPOSE FILTER RECIPIENTS TODAY'S ALERTS Send Alert	>
	Text Message ○ Voice Message ○ Text to Speech ○ Email Message     Templates ▼     Templates ■     Tem	
	Parent Alert - Text Message Select the Date	
	09/07/2021 07:00:00 AM 🗇 🕓 🕂 or Time Icon	
Enter	Reminder: Daily Health Screening	
Subject and	Message *	
Message	Reminder to all Parents to Complete your daily Health Screening Form by 8am	

Select the Filter Tab. Type defaults to **Students**, select **Staff** to add staff members to the recipient list in addition to students.

Select recipients then the Single Arrow > to move selected users or the Double Arrow >> to Select All Recipients. Check Correspondence to Send Alert to Families and Staff to Send Alert to Staff

Select Filter	RECIPIENTS TODAY'S ALERTS	
Change the Type to add Staff Members	Type Student  Student Student Staff Staff Will text the Cell phone listed on the staff screen	<b>Staff En</b> Will text t individual emergence relationst
District Wide Filter	Tree C Search by name Will text the Cell phone listed on the student screen [] [] [] [] [] [] [] [] [] [] [] [] []	<b>Custody</b> Will text t individual in the rela
Abraham, George Single Arrow to move selected Users or the Double Arrow to Select All	<ul> <li>Abraham, George</li> <li>Allison, Gabrielle</li> <li>Allison, Sebastian</li> <li>Alvarado, Hannah</li> <li>Alvarado, Theodore</li> <li>Alvarez, Ellie</li> <li>Correspondence</li> <li>Correspondence</li> <li>Correspondence</li> <li>Correspondence</li> <li>Correspondence</li> <li>Correspondence</li> <li>Individual marked as correspondence in the ard</li> <li>Check</li> <li>Contacts ell phone of any ked as</li> </ul>	Grandpa Will text t individual grandparicard Pickup ( Will text t individual
Alvarez, Raelynn Andersen, Jade Andrews, Damian	<ul> <li>Alvarez, Raelynn</li> <li>Andersen, Jade</li> <li>Andrews, Damian</li> </ul>	contact ir Contacts

#### When finished, click Send Alert to send

Parent Alert	•		(	$\sim$		Premier Academy 2020-2021 T4	III 😡
COMPOSE	FILTER	RECIPIENTS	TODAY'S ALE	RTS	Click Send Alert		Alert <b>&gt;</b>
School				Туре			
Premier Acade	emy		•	Student		•	Ŧ
Status							
Enrolled			•	Substatus			•

## To Save Alert as a Template to use again Compose Alert and select the Save Icon

COMPOSE	FILTER	RECIPIENTS	TODAY'S AL	ERTS				
Text Messag	e 🔿 Voic	e Message 🔵 T	ext to Speech	C Email Message	Templates	•	8 🔶	Select Save Icon

Enter Name for Template and Select Personal as Template Type \*\*Please note if set to School, Template will be available for all Staff to Use\*\* Select Save and Close to Save your Changes

	Save Template			
	Template Name Reminder: Daily Health Screeni	ing 🔶	Enter Nan for Templa	
Select Personal as Template Type	ersonal O School	O District Wide	ſ	
	Cancel	Save and Clos	se	Select Save and Close to Save your Changes
Confirmation when Saved				
✓ Template Saved	×			

#### To open Template select Dropdown

Parent Alert	÷		?	Prer	
COMPOSE	FILTER	RECIPIENTS	TODAY'S ALERTS		
Text Messa	ge 🔿 Voic	ee Message 🔵 T	ext to Speech O Email Message	Templates	Select Dropdown

## Select Template, you can then schedule Alert as needed

COMPOSE	FILTER	RECIPIENTS			
Name			Email *		
John Doe			johndoe@email.com	× Clear	
Message	O Reports			Attenance Notice for Tea Phelecia Leitch - District Wide	[
				COVID Health Screening Kevin Aldrich - Personal	Select
Subject					Templa