

# Creating Posts

- [Accessing Templates and Elements](#)

# Accessing Templates and Elements

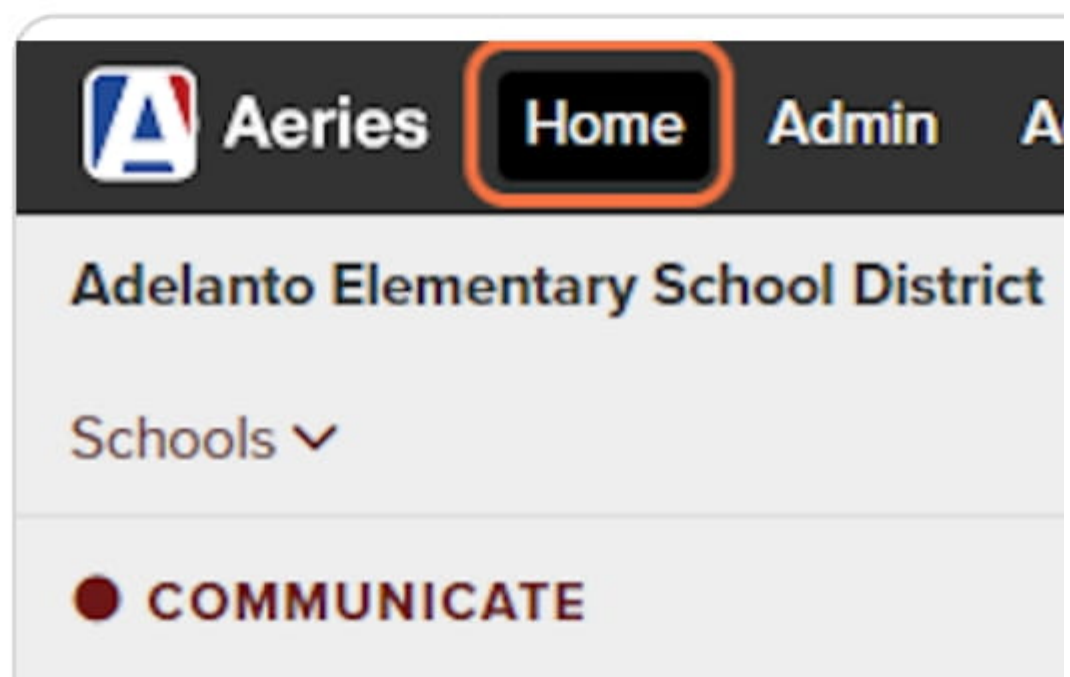
## STEP 1

**Sign in to ParentSquare**

## STEP 2

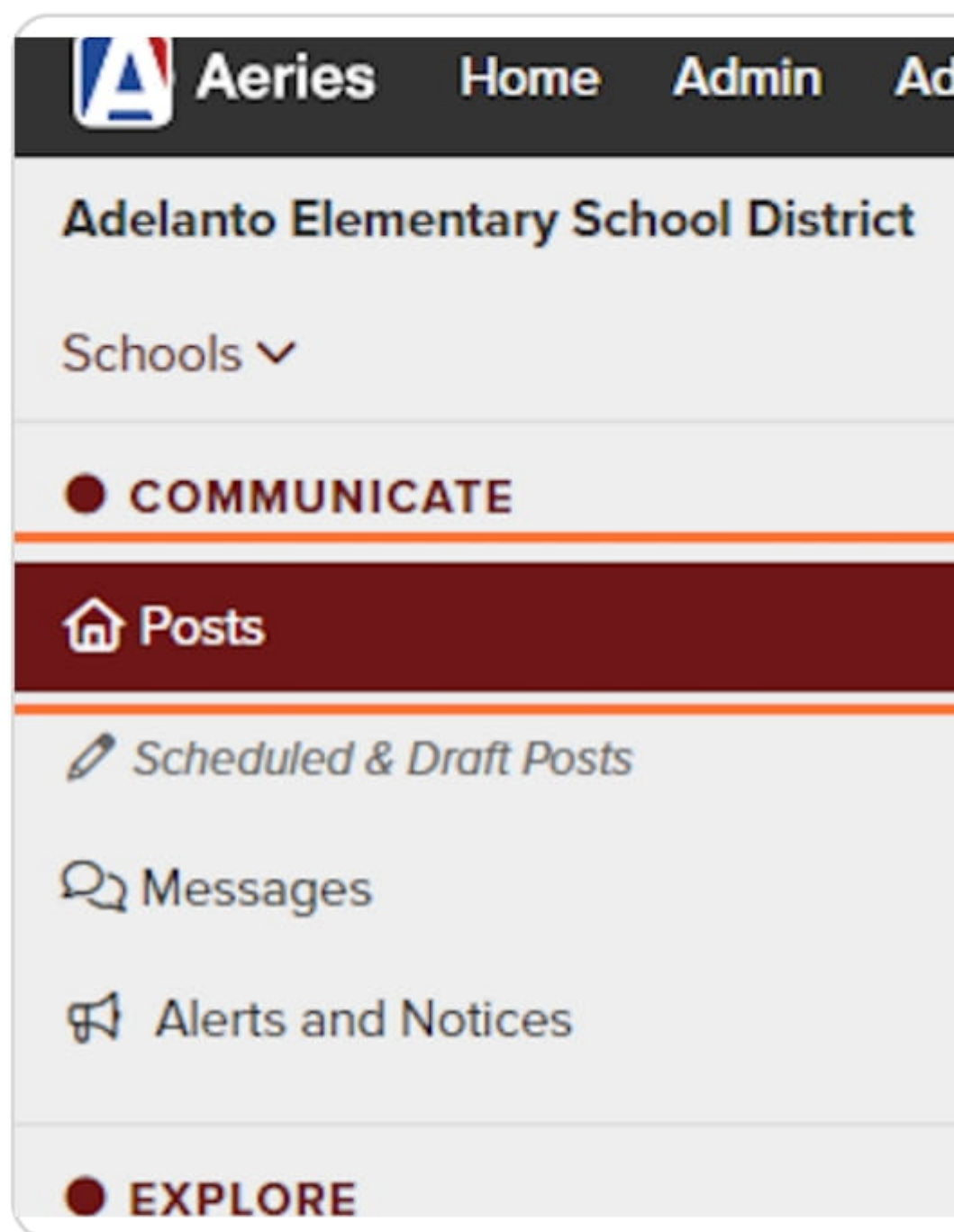
**Click on Home**

Just make sure you've clicked on th



### STEP 3

## Click on Posts

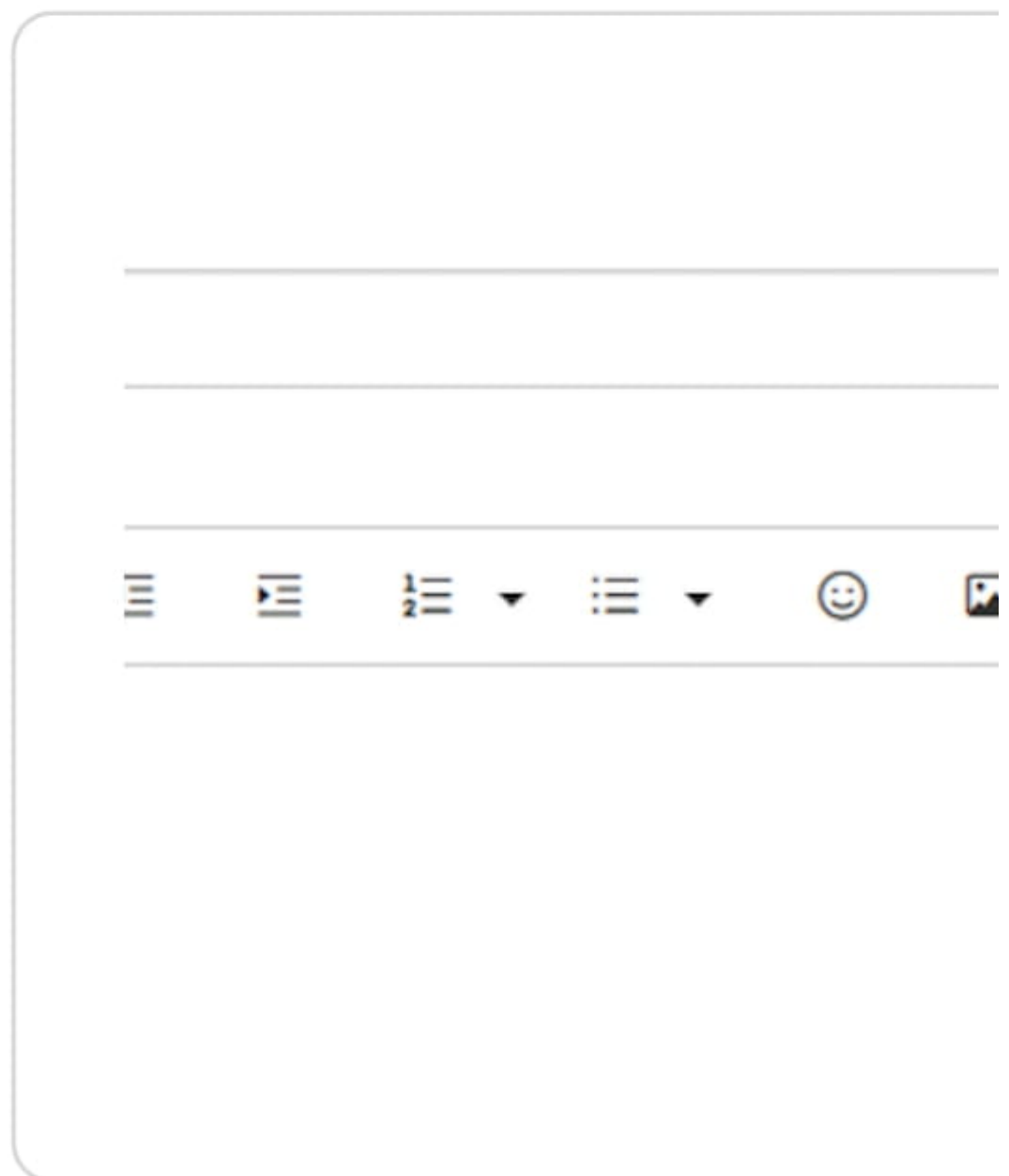


### STEP 4

## STEP 5

### Click on the +: in task bar

Once you click on this symbol you v

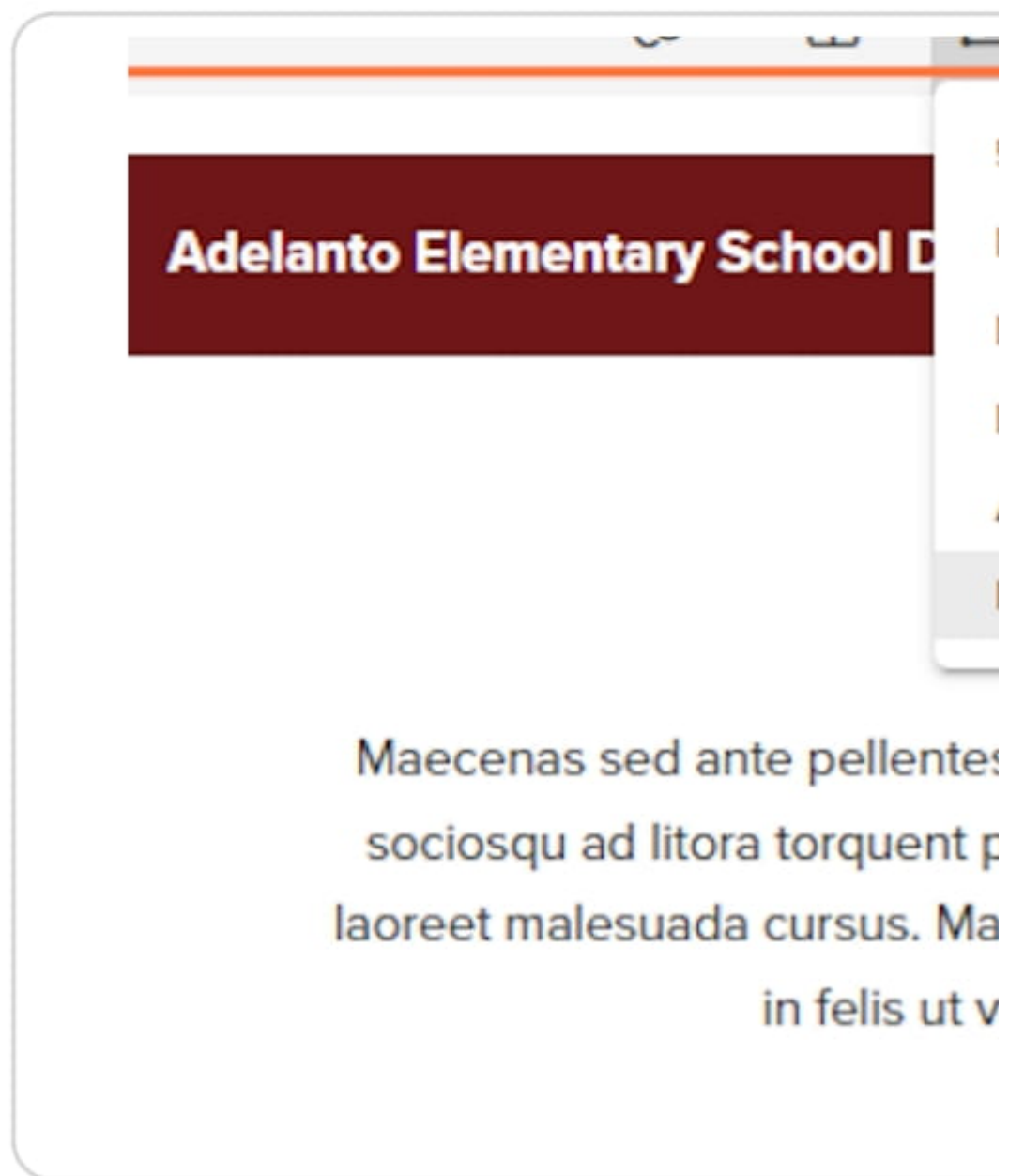


## STEP 6

## STEP 7

### Click on Formal Announcement

This template is a general announcement just add in your text.

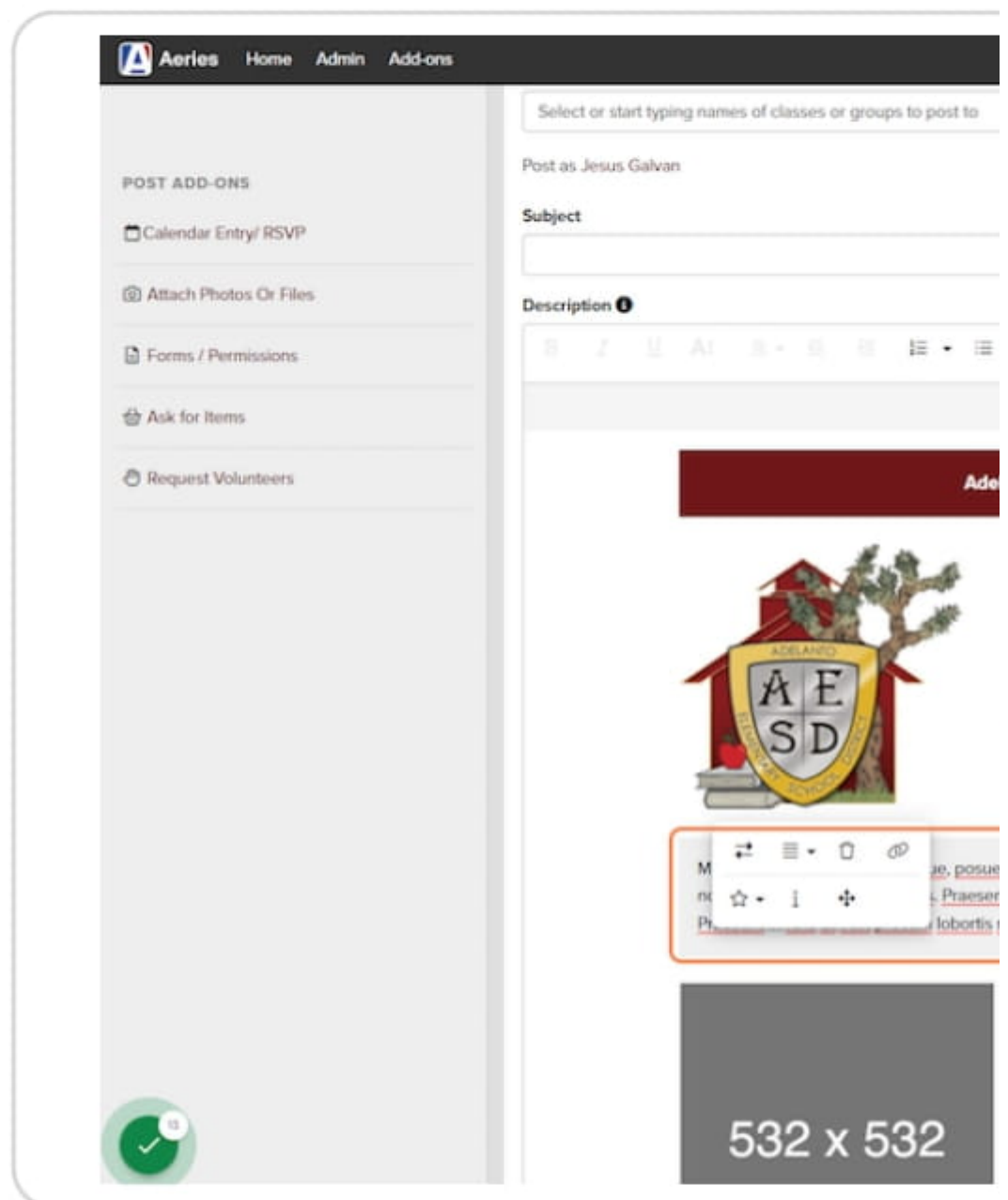


## STEP 8

## STEP 9

### More edit tools

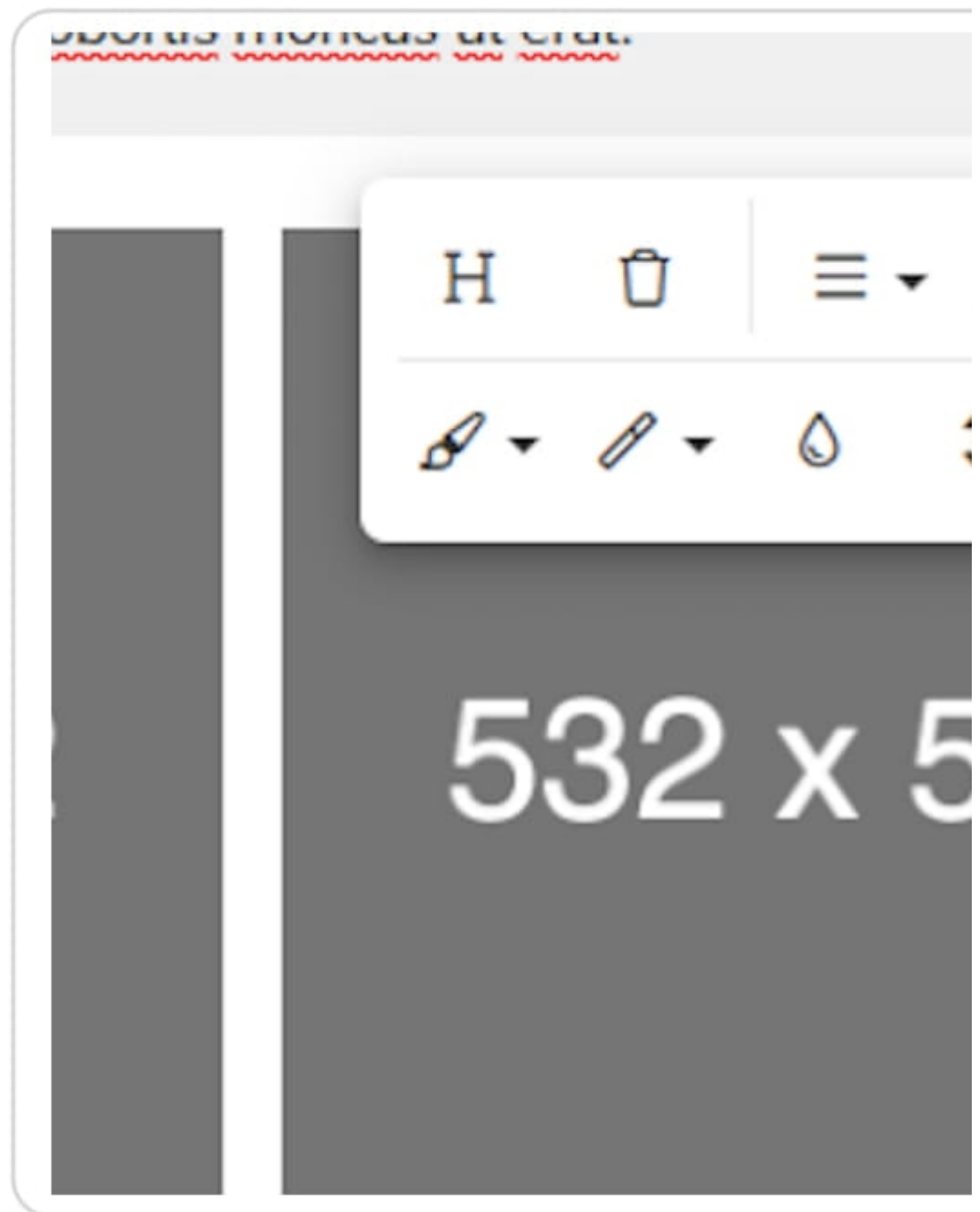
When you click on the section you'



## STEP 10

STEP 11

**Click on Align Center**

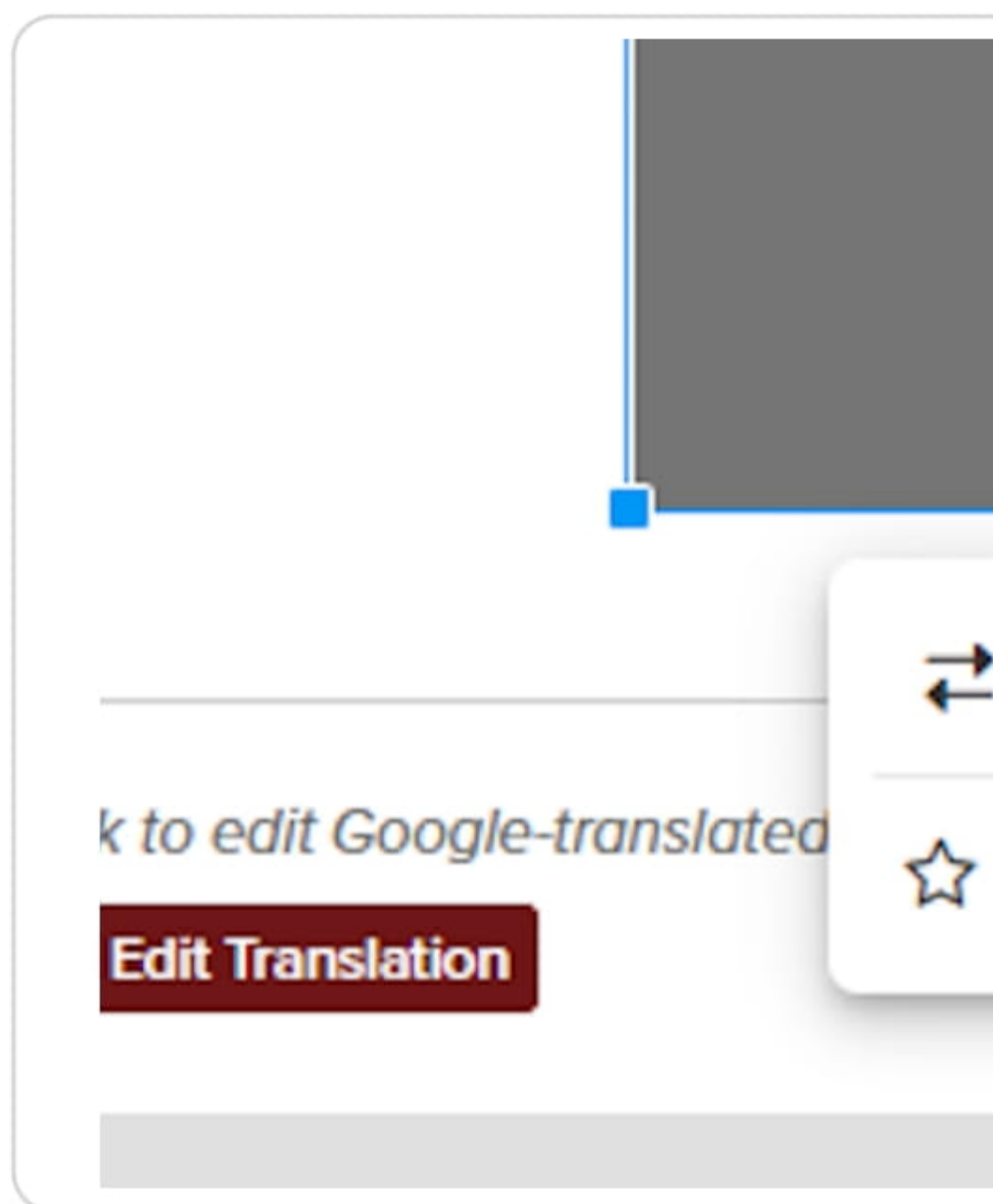


STEP 12

## STEP 13

### Click on Replace aka the Arro

When clicking this, you'll be able to



## STEP 14





## STEP 15


### Select your image from file up


and voila! Your image is uploaded. I'll post a flyer with a link to it. If you have an or email me at alex\_galvan@aesd.n


POST ADD-ONS

 Calendar Entry/ RSVP

 Attach Photos Or Files

 Forms / Permissions

 Ask for Items

 Request Volunteers