

ParentSquare

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Helpful Links

ParentSquare [Zendesk](#)

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ParentSquare [for Administrators](#)

Creating Posts

Accessing Templates and Elements

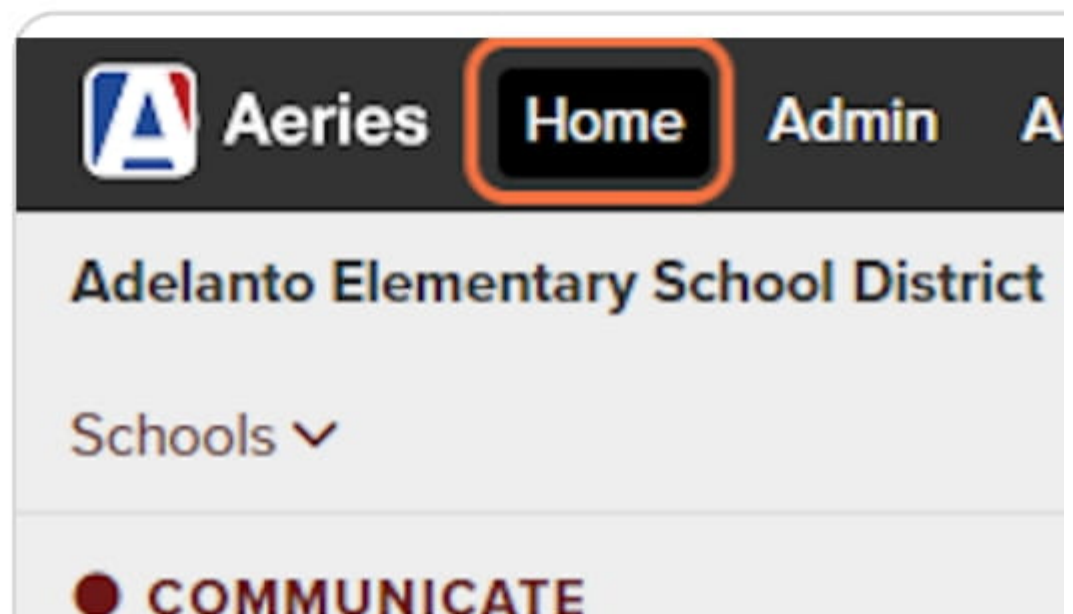
STEP 1

Sign in to ParentSquare

STEP 2

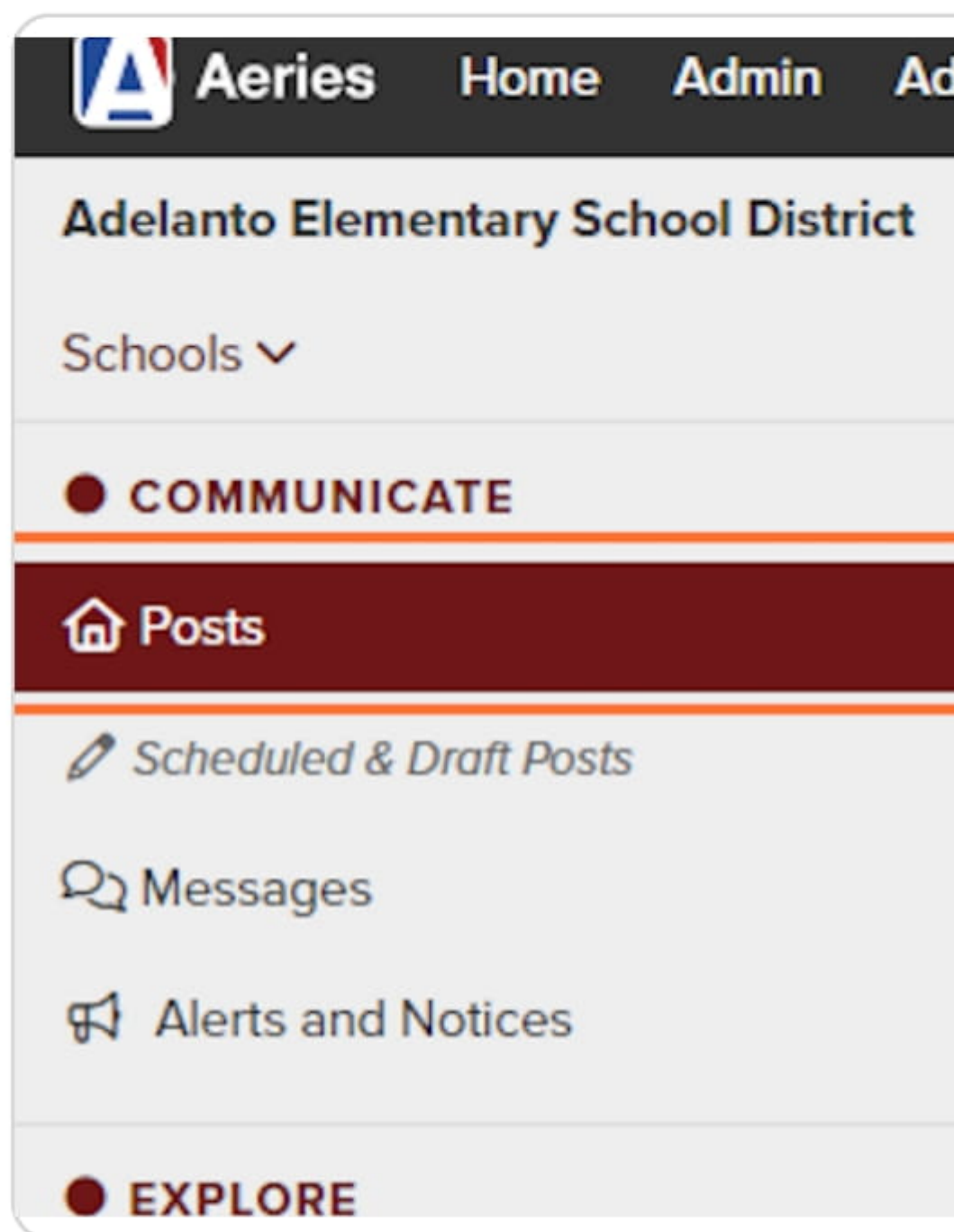
Click on Home

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

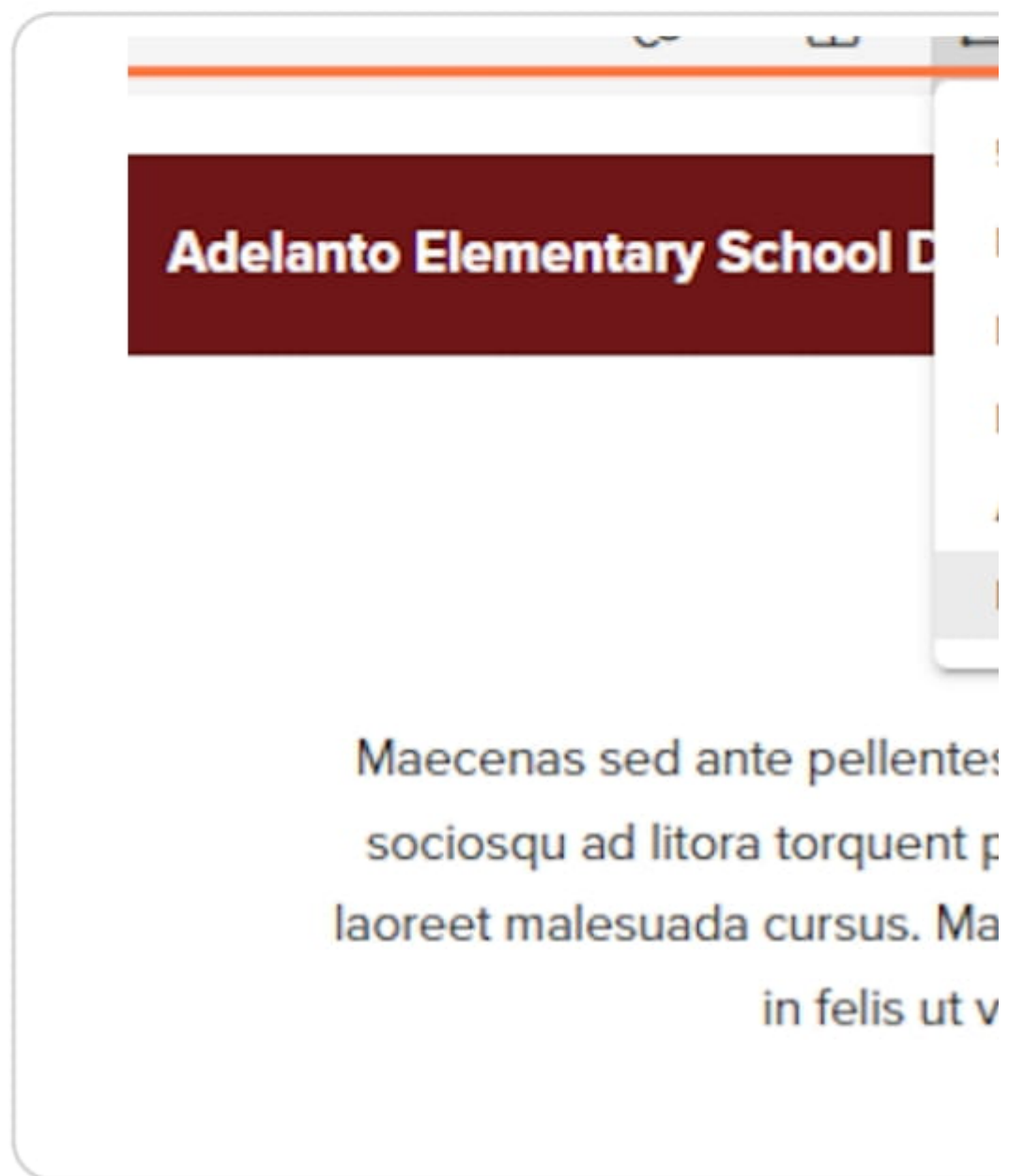


STEP 6

STEP 7

Click on Formal Announcement

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

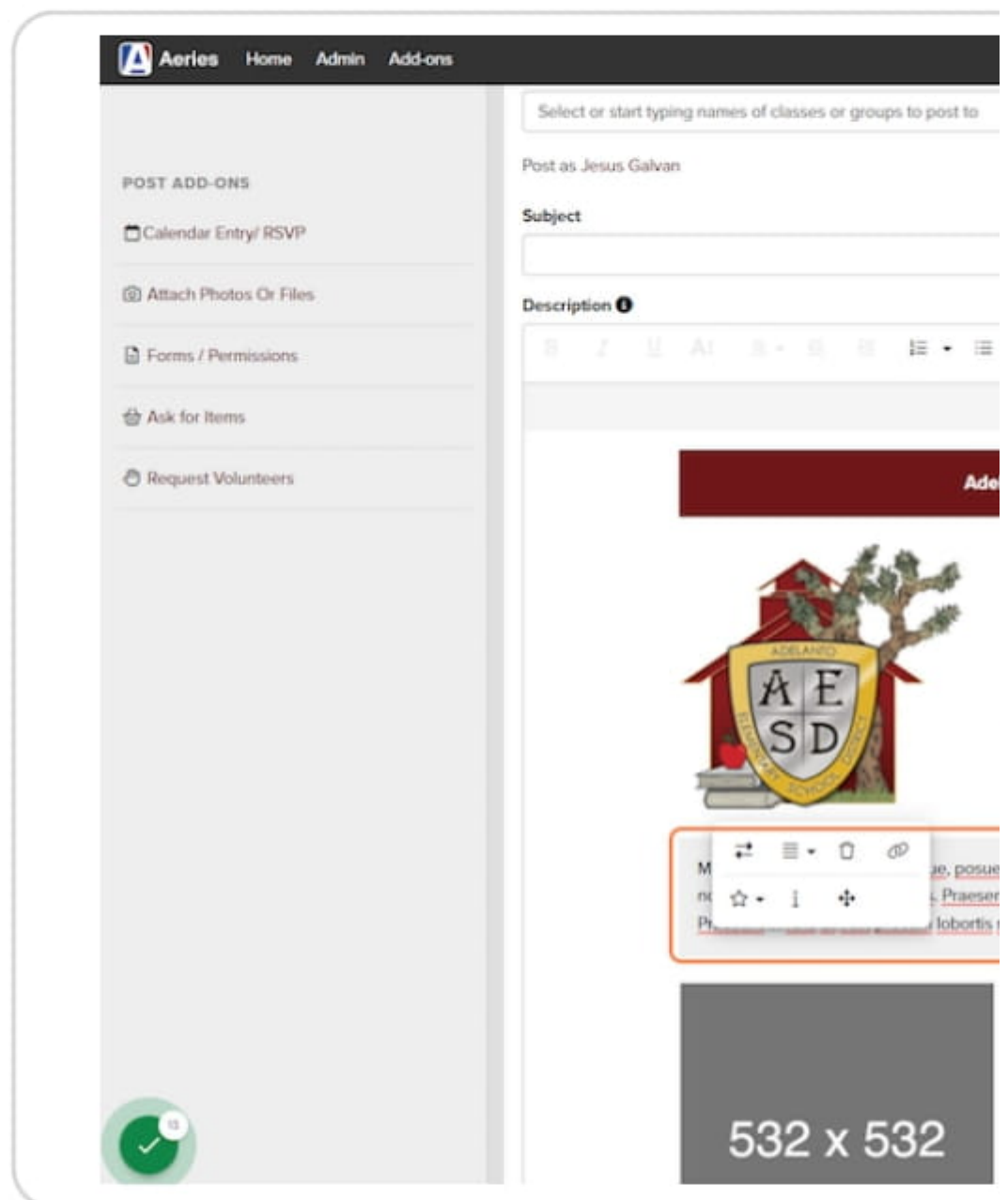


STEP 8

STEP 9

More edit tools

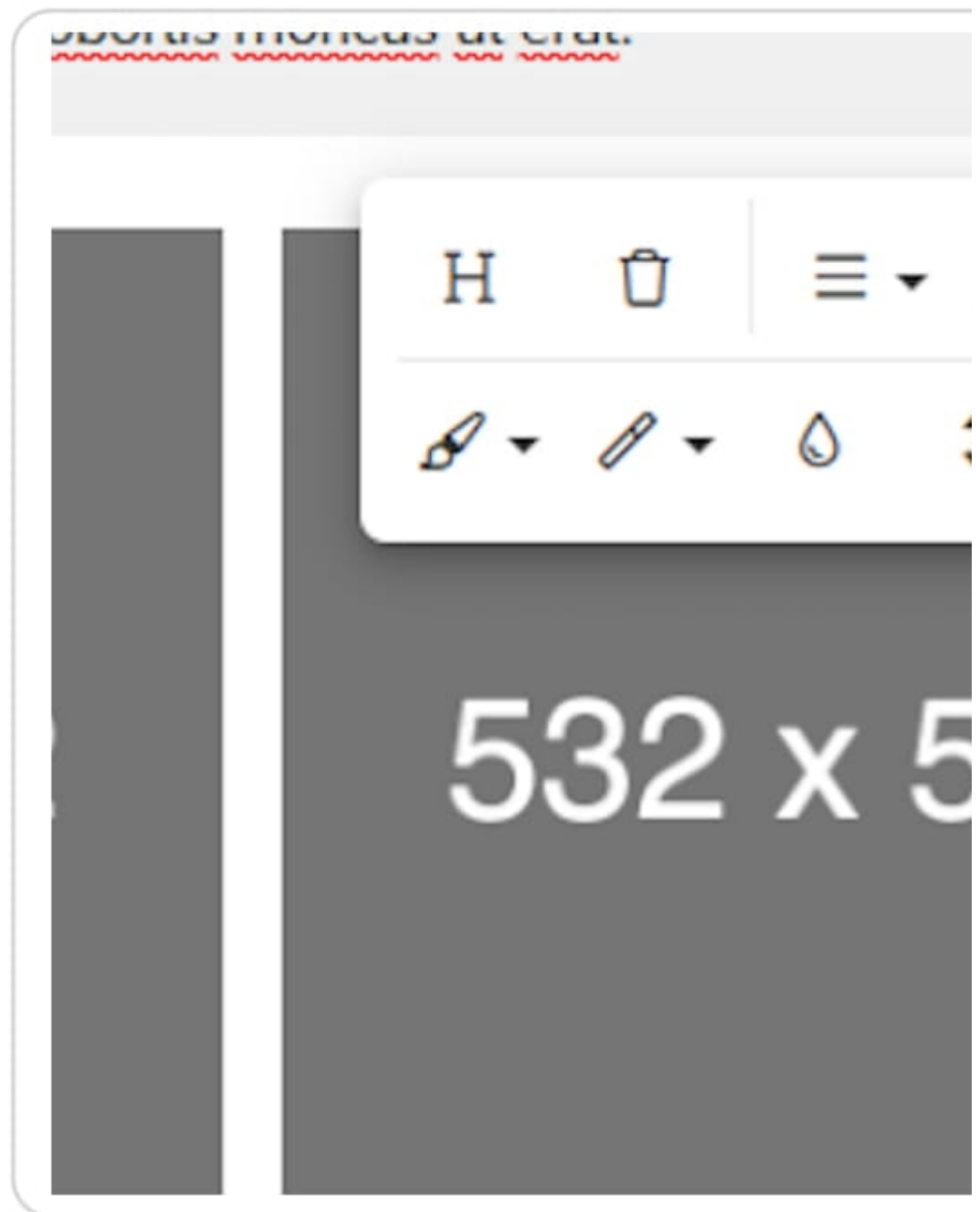
When you click on the section you'



STEP 10

STEP 11

Click on Align Center

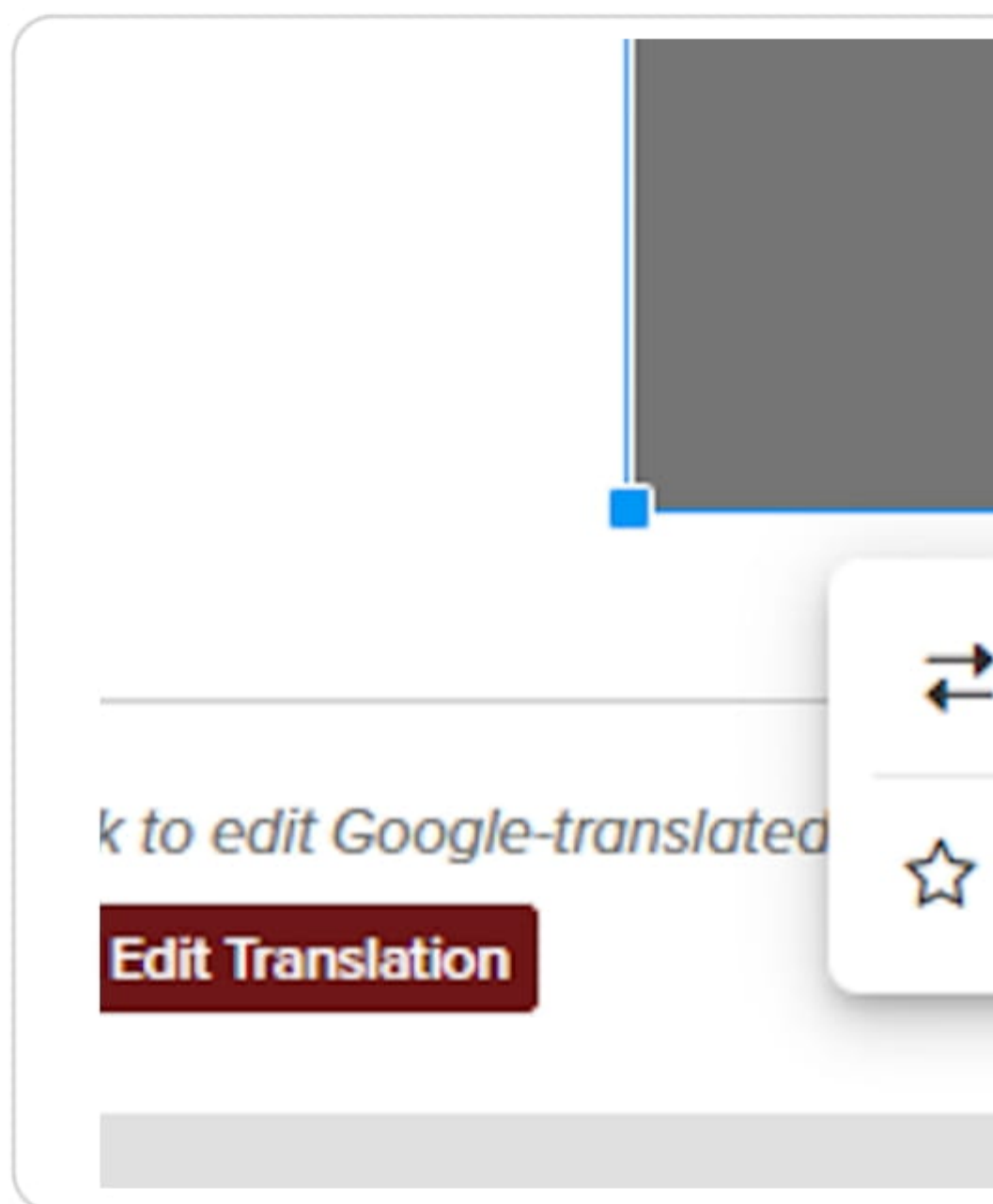


STEP 12

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 idea or email me at alex_galvan@aesd.net


POST ADD-ONS

 Calendar Entry/ RSVP

 Attach Photos Or Files

 Forms / Permissions

 Ask for Items

 Request Volunteers