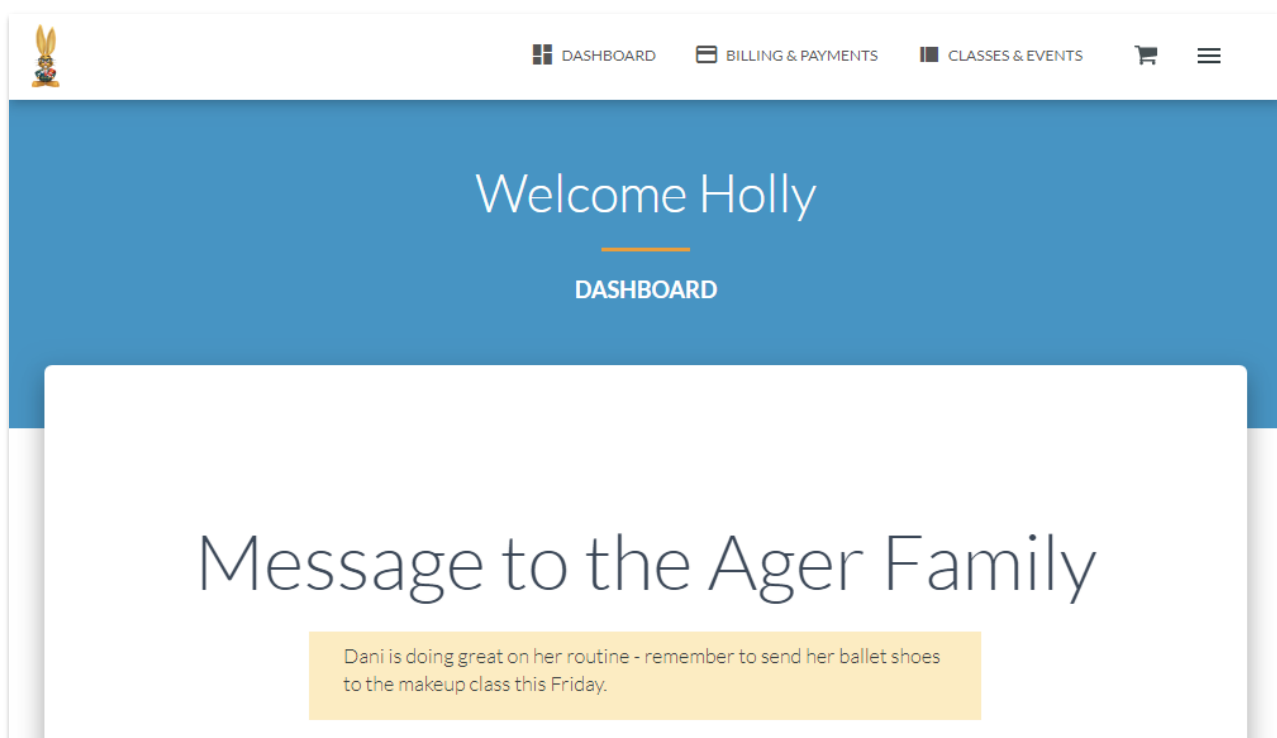# Send a Private Message to a Specific Family's Parent Portal

Last Modified on 12/04/2018 2:05 pm EST

To send a private note to a family use the **Parent Portal Login Message** field on the *Misc* tab of the *Family* record.

The parent will see this message displayed on the Dashboard of their Portal until the date defined in the *Portal Message Expiration Date*.

To send a personal note or reminder to a parent:

1. Go to the **Family** record.

2. Select the **Misc** tab.

3. In the **Parent Portal Login Message** - enter your message in the text box.

4. Choose a **Portal Message Expiration Date** - the message will appear on the Dashboard until this date is passed. *(If you leave the Portal Message Expiration Date blank, the Portal Message will be automatically cleared overnight AFTER the message has been displayed to your customer.)*

5. Save changes.