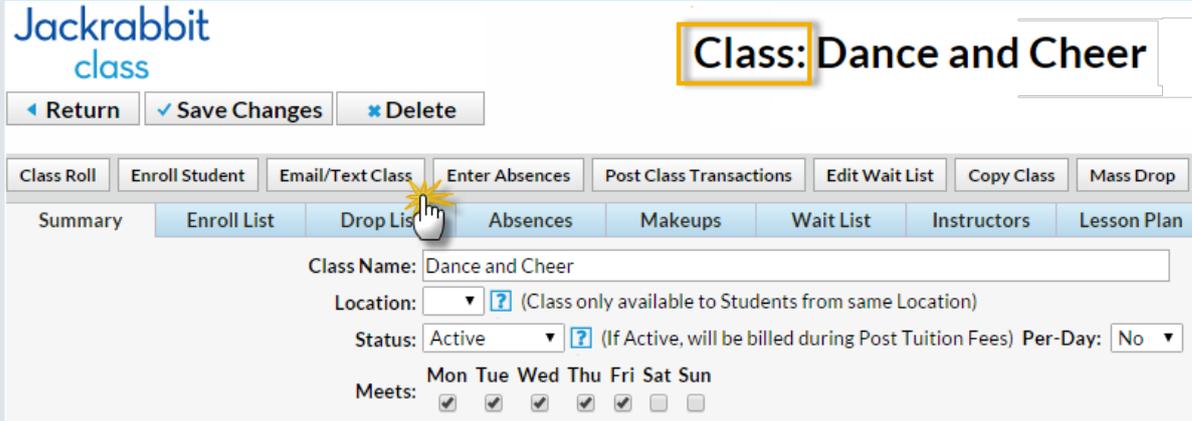


Text a Class

Last Modified on 12/04/2018 2:06 pm EST

1. Make sure that you are viewing the correct Class and click **Email/Text Class**.



The screenshot shows the Jackrabbit class management interface. At the top left is the logo "Jackrabbit class". On the top right, the class name "Class: Dance and Cheer" is displayed in a yellow-bordered box. Below the logo are three buttons: "Return", "Save Changes", and "Delete". A horizontal menu contains several options: "Class Roll", "Enroll Student", "Email/Text Class" (which is highlighted with a mouse cursor), "Enter Absences", "Post Class Transactions", "Edit Wait List", "Copy Class", and "Mass Drop". Below this menu is another set of tabs: "Summary", "Enroll List", "Drop List", "Absences", "Makeups", "Wait List", "Instructors", and "Lesson Plan". The "Drop List" tab is currently selected. The main content area shows the following details for the class "Dance and Cheer":
Class Name: Dance and Cheer
Location: [Dropdown] (Class only available to Students from same Location)
Status: Active (If Active, will be billed during Post Tuition Fees) Per-Day: No
Meets: Mon Tue Wed Thu Fri Sat Sun
[Checked] [Checked] [Checked] [Checked] [Checked] [] []

2. In the *Type* field, select **Text Message/Email**.
 3. Type a message. Your message is limited to a maximum of 160 characters. As you type, Jackrabbit displays the remaining characters available.
 4. Enter applicable **Search Criteria**.
 5. Click **Preview List**.
 6. Review your text details, Plivo account information and uncheck any names that you wish to omit from the send.
 7. Click **Send Text Message/Email**.
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