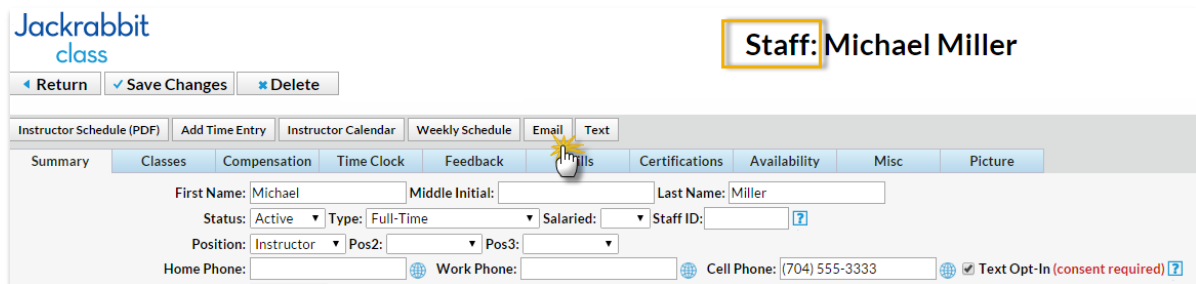


# Text an Individual Staff Member

Last Modified on 06/05/2019 8:45 pm EDT

1. Locate the staff member's information using the *Staff* menu.



Jackrabbit class

Staff: Michael Miller

Return Save Changes Delete

Instructor Schedule (PDF) Add Time Entry Instructor Calendar Weekly Schedule Email Text

Summary Classes Compensation Time Clock Feedback Text Certifications Availability Misc Picture

First Name: Michael Middle Initial: Last Name: Miller

Status: Active Type: Full-Time Salaried: Staff ID: [?]

Position: Instructor Pos2: Pos3:

Home Phone: Work Phone: Cell Phone: (704) 555-3333 Text Opt-In (consent required) [?]

2. Be sure the staff member is opted into texting.
  3. Click the **Text** button.
  4. In the *Send Text Messages* box, type the text and click **Send**.
-