

Text an Individual or a Family

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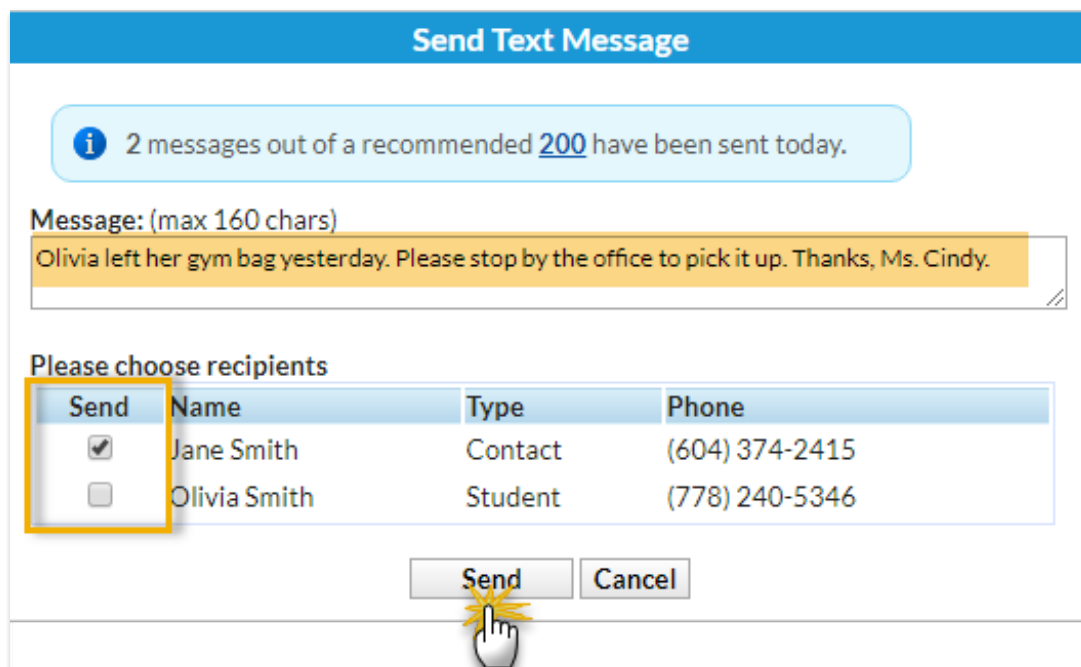
1. Make sure that you are viewing the correct family record and click the **Text** button.



The screenshot shows the Jackrabbit software interface for a family record titled "Family: Smith". At the top, there are navigation buttons: "Return", "Save Changes", and "Delete". On the right, there are "Help" and "Send Idea" buttons. Below these are several action buttons: "Make Sale/Post Fees", "Payment", "Refund", "Statement", "Add Student", "Add Contact", "Archive Family", "Family Name", "Email", "Text", and "Email Schedules". The "Text" button is highlighted with a yellow box and a mouse cursor. Below the buttons is a "Merge Family" section with tabs for "Summary", "Contacts", "Classes", "Events", "Transactions", "Billing Info", and "Misc". The "Contacts" tab is selected, showing a table of "Primary Contacts".

Contacts	Type	Home Phone	Work Phone	Cell Phone	Email	Bill	Logir	Portal UserID	Last Login
Jane Smith	Mother	(704) 555-9762		(604) 374-2415	janesmith@email.com	Yes	Yes		
Shaun Smith	Father			(604) 374-2416	ssmith@email.com	No	Yes		

2. In the *Send Text Message* box, enter a message and check the boxes of the Contacts / Students you want to send the message to.



The screenshot shows the "Send Text Message" dialog box. At the top, there is a blue header with the text "Send Text Message". Below the header is a light blue information box that says "2 messages out of a recommended 200 have been sent today." Below this is a text input field labeled "Message: (max 160 chars)" containing the text "Olivia left her gym bag yesterday. Please stop by the office to pick it up. Thanks, Ms. Cindy." Below the message field is a section titled "Please choose recipients" which contains a table with columns for "Send", "Name", "Type", and "Phone".

Send	Name	Type	Phone
<input checked="" type="checkbox"/>	Jane Smith	Contact	(604) 374-2415
<input type="checkbox"/>	Olivia Smith	Student	(778) 240-5346

At the bottom of the dialog box are "Send" and "Cancel" buttons. A mouse cursor is pointing at the "Send" button.

3. Click **Send**.
4. When you see the *Message Queued* pop-up box, click **OK**.

