

Who Opted In?

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To locate who has opted in or has not opted in to receive text messages use one of the following:

- **Families > Search**
- **Students > Search**
- **Reports > Contact Listing Report**

Set the *Search Criteria* **Text Opt-In** in each of these reports to **Yes** to locate who has agreed to receive text messages. Set **Text Opt-In** to **No** to report on who has not agreed to receive text messages. This information is compiled using the *Text Opt-In* checkbox on each *Contact* page, *Student Summary* tab and *Staff Summary* tab.
