

# Individual Family Messages in the Clock

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## Add a Clock Message to all Contacts in a Family

1. From the *Family* page, go to the **Misc** tab
2. Add your message as text in the **Parent Portal & Clock Login Message** section.
3. Enter an **Expiration Date** to have this message appear each time a family enters the Portal or Clock. It will not display after the entered date.
4. Leave the *Expiration Date* blank to have this message show only one time.
5. **Save Changes.**

**Family: Hanson**

← RETURN   **SAVE CHANGES**   **DELETE**

Make Sale/Post Fees   Payment   Refund   Statement   Add Student   Add Contact   Archive Family   Family Name   Email   Email Schedules

Summary   **Contacts**   Schedules   Events   Transactions   Billing Info   Misc

View Registrations   View Sent Emails

Contract Start Date    Contract End Date

Booster    Referral

Emergency Contact Form Completed    Enrollment Form Received

Notes

Source  (How they heard about us)   Referral Name

Prospect  (Not automatically Updated)

Parent Portal & Clock Login Message

Parent Portal & Clock Login Message Expiration Date

Message shows in Parent Portal and the Clock

Message will be shown until this date

## Family Balance Visibility

The Balance is shown to the *Billing Contact* after they enter their clock PIN. Only one contact can be designated as the Billing Contact on each Family/Account and they are the only contact who will see the balance when clocking in and out.

