

Recommended Notifications Settings

Sign into www.parentsquare.com

Update your Notification Settings (using web browser)

1. Sign into www.parentsquare.com
2. From **Home**, click your name and select **My Account**.
3. Click **Notification Settings**.

Recommended Notification Settings:

- *Email* - Set to **Digest**
- *Text* - Set to **Instant**
- *App* - Set to **Instant**
- *School Alerts* - Set to **On**

GENERAL ANNOUNCEMENTS & MESSAGES ⓘ <small>Notification frequency applies to posts only</small>	SCHOOL ALERTS ⓘ
<input type="checkbox"/> Email	<input type="checkbox"/> Text
<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest
<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest	<input checked="" type="checkbox"/> On

Notification types include:

- **Urgent Smart Alerts & Notices** - urgent alerts, attendance notices, and auto notices marked as critical notices (*cannot be disabled*).
- **General Announcements & Messages** - posts, direct messages and reminders.
- **School Alerts** - smart alerts and other student notices. *Please do not turn these off.*

Under General Announcements, you can select how often you want to receive notifications for posts. Select **Off**, **Instant** or **Digest** notifications.

- **Off:** no notifications about posts will be sent to you. Emergency Alerts and Notices will still be sent. School Alerts will still be sent if turned on.
- **Instant:** you'll receive an email and/or text and/or an app notification every time a notice or message is sent.
- **Digest:** you'll receive an email and/or text and/or an app notification once a day in the evening with all posts from that day.

The default setting is typically Digest, so that you receive all notices and post messages in one convenient notification once a day. All emergency notifications still come through instantly, and a school can override settings as needed for an urgent message. If you

choose Instant notifications, and have multiple children in multiple schools, that can add up to a lot of messages.