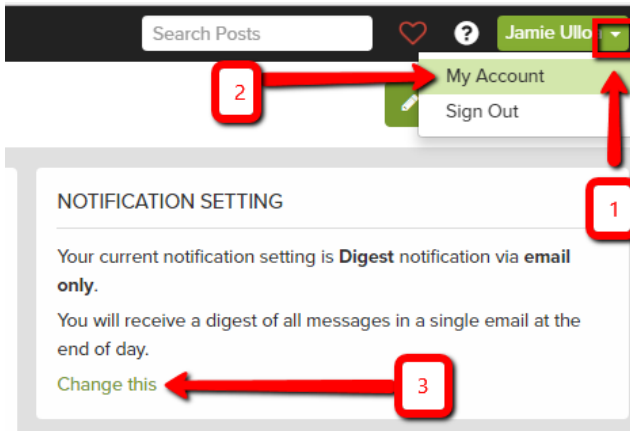


ParentSquare Notification Settings

ParentSquare allows users to select their preferred notification delivery method. When a message is posted, users have the options to get an email, text or both email and text. Users can also decide if they want an Instant message or a Daily Digest email that comes at 6:00 pm with all the messages for the day. **The default setting is Daily Digest at 6 p.m.**

1. On the home page select the down arrow next to your name. This will be in the upper right-hand corner of the page.
2. Click on My Account.
3. Select "Change this" under the Notification Setting.



4. Select your notification settings and click Save if you make any changes.

Notification Setting

Note: This setting will apply to notifications from all schools.

How would you like to be notified?

- Email and text**
- Email only**
- Text only** (Your cell phone number is 123-456-7803)

Notification Setting

When would you like the notifications?

- Instant** (Receive notification for messages when they are posted - RECOMMENDED)
- Digest** (ONLY FOR EMAILS: Receive one email for all messages at the end of day. Texts will be sent instantly.)
- Never** (Do not receive any notification for messages)

→ Save Cancel