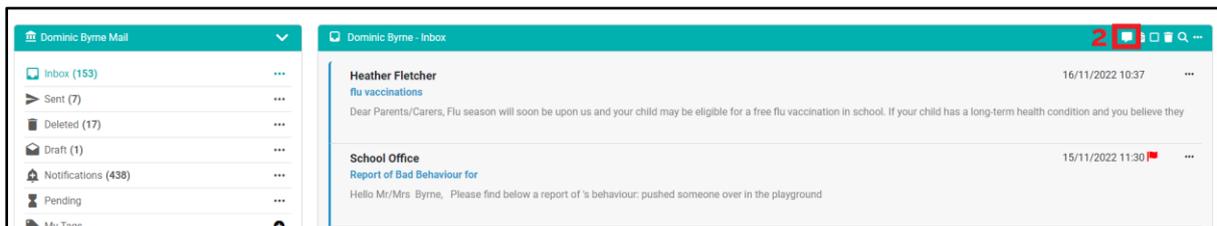
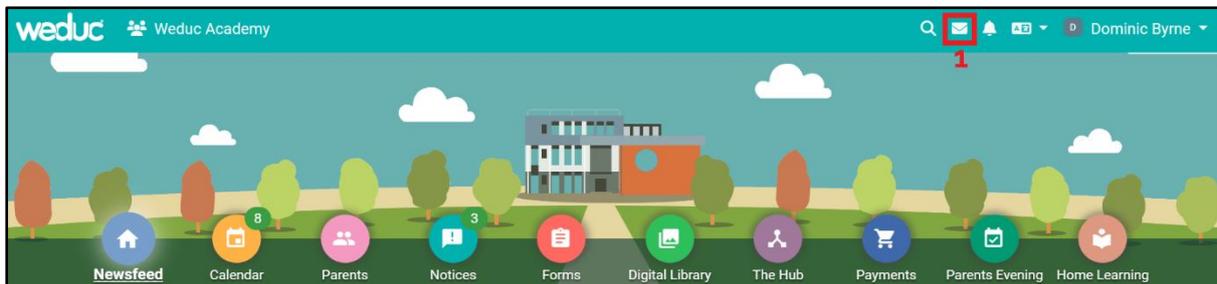


How to send a simple message

- 1) Click the envelope icon in the top right corner of the Reach More Parents platform.
- 2) Click the speech bubble icon on the right to create a new message.
- 3) Type in the recipients in the 'TO' field (this can be an individual user, group or role, or a combination).
- 4) Tick whether you'd like to send the message to the 'Named Contact(s),' 'Primary Carer(s)' or 'All Carers'.
- 5) Complete the 'Message Subject' field.
- 6) Type your message in the 'Message Content' field.
- 7) Click 'Send'.
- 8) Click 'Alternative Methods.'
- 9) For each recipient, tick 'Print Copy,' 'Email' or 'Mobile' to print them a copy of the message, email it to them or send the message via text.
- 10) For text messages, type a message into the 'SMS Content' box (NB: You may need to shorten the original message as you are limited to 160 characters for one text message).
- 11) For printed copies, click 'Create Print Versions' followed by 'Download File' to open and print a copy of the message.
- 12) Click 'Send with Changes.'



Steps 3 – 8 on next page.

New Message ✕

Recipients

To... 👁

Named Contact(s) Primary Carer(s) All Carers

Bcc... 👁

Named Contact(s) Primary Carer(s) All Carers

Content

Send Message on Behalf of

Set Message Importance to

Add Message Response Option

Use Message Template

Message Subject *

Message Content *

File Edit View Insert Format Tools Table

0 words

ADD ATTACHMENT

ADD ATTACHMENT

Additional Message Notifications

Set Additional Communication Methods

Advanced Send Options

Schedule Send Time

Submit Communications To MIS

PREVIEW **SAVE** **SEND** 7

New Message ✕

One or more contacts have invalid data for the communications method(s) chosen.

Click on the ALTERNATIVE METHODS option to:

- View which contacts are affected
- Send your message using alternative viable methods for these contacts

BACK **IGNORE & SEND** **ALTERNATIVE METHODS** 8

Steps 9 – 12 on next page.

New Message ✕

Alternative Method Options

The table below outlines the contact(s) that may not receive your message.
 Viable alternative communication options are suggested against each contact based on the data available.
 Use the elements to amend these automated suggestions.

Alternative Options

Name	Reason	<input type="checkbox"/> Print Copy	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile
John Doe Jason Aaron	Never downloaded the app	<input checked="" type="checkbox"/> 9	<input type="checkbox"/> jdtest@example.com ⚠	<input type="checkbox"/> ⚠
Ian Lewisham James Lewisham	Never downloaded the app	<input type="checkbox"/>	<input type="checkbox"/> weduc@example.com ⚠	<input checked="" type="checkbox"/> +44 7777 652243 9
Sally Smith Jonny James	Never downloaded the app	<input type="checkbox"/>	<input checked="" type="checkbox"/> carsena1@cfdlstackf.com 9	<input type="checkbox"/> ⚠
sQuid Test Lilly Aaron	Never downloaded the app	<input checked="" type="checkbox"/>	<input type="checkbox"/> squidtest@weduc.examp e.com ⚠	<input type="checkbox"/> ⚠

Showing 1 to 4 of 4 entries < **1** >

[Export table as CSV](#) [Export table as Excel](#)

SMS Content

Text Message... **10**

Enable reply via SMS
 Include higher rate numbers

Character Count: 0
 Message Limit: 160
 Message Segments: 1
 Remaining: 160

Print Copy

To produce print copies of your message ensure that the Print Copy option is selected in the table for each contact as appropriate.

Include Contact Address

CREATE PRINT VERSION(S) **11**

12