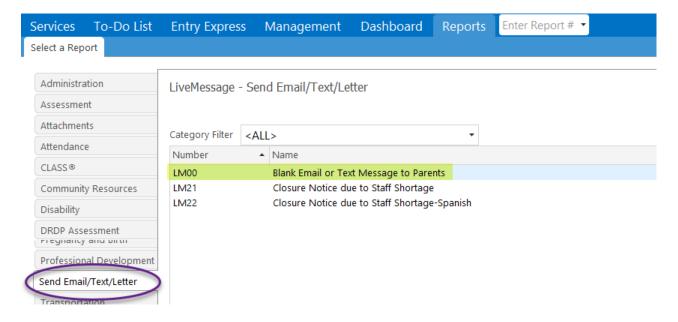
Sending Messages to Families from ChildPlus – ChildPlus Instructions

These instructions show you how to send an email and/or text message to all the families in your classroom or on your caseload. These messages (known as LiveMessage) automatically save to the Communication Log. If you send an email message, you can include attachments.

Make sure the contact information for families is always up to date. The ChildPlus communication system will not notify you if an email or text message was not received due to an error or out of date contact information.

Preparing Your LiveMessage

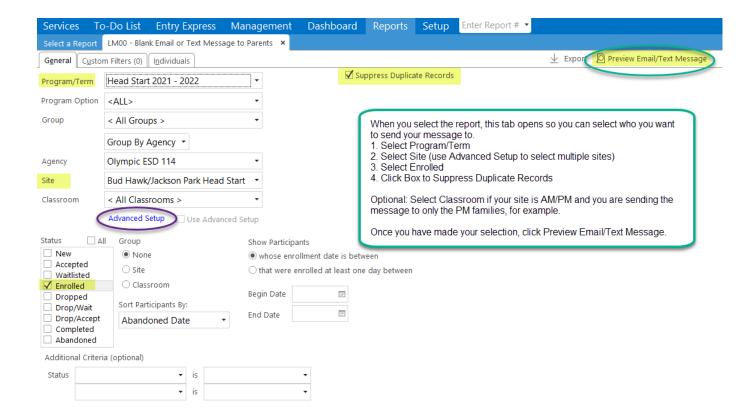
- 1. Go to Reports Tab
- 2. Select Send Email/Text/Letter
- 3. Click LM00: Blank Email or Text Message to Parents



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When you select the report, the tab opens so you can select who you want to send your message to.

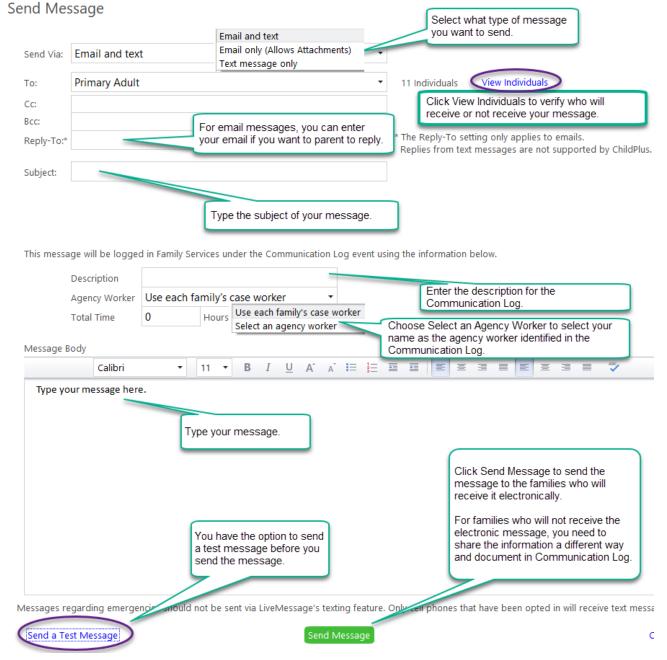
- 1. Select Program/Term
- 2. Select Site (use Advanced Setup to select multiple sites)
 Optional: Select Classroom if your site is AM/PM and you are sending the message to only the PM families, for example.
- 3. Select Enrolled
- 4. Click Box to Suppress Duplicate Records
- 5. Once you have made your selection, click Preview Email/Text Message.



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When the click Preview Email/Text Message, the Send Message box opens. Data enter as follows:

- Send Via: select what type of message you want to send.
- To: Primary Adult.
- Optional Cc or Bcc: a copy of your email can be sent to someone else. For example, copy to the home visitor or teacher for shared families or copy to your supervisor if that is requested.
- Optional Reply To: if you are sending an email that needs a reply, enter your email. Parents cannot reply to text messages.
- Subject: enter the subject of your message.
- Description: enter the description for Communication Log (your message will automatically save to the communication log for each family who receives the electronic message).
- Message Body: type your message.
- Important: Before sending your message, click View Individuals to verify who will receive or not receive the message. See more information below.
- Optional: send a test message. See more information below.



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When you click View Individuals, a report opens that tells you if any individuals will not receive the message. For families who will not receive the message, you will need to contact them individually and document manually in Communication Log.

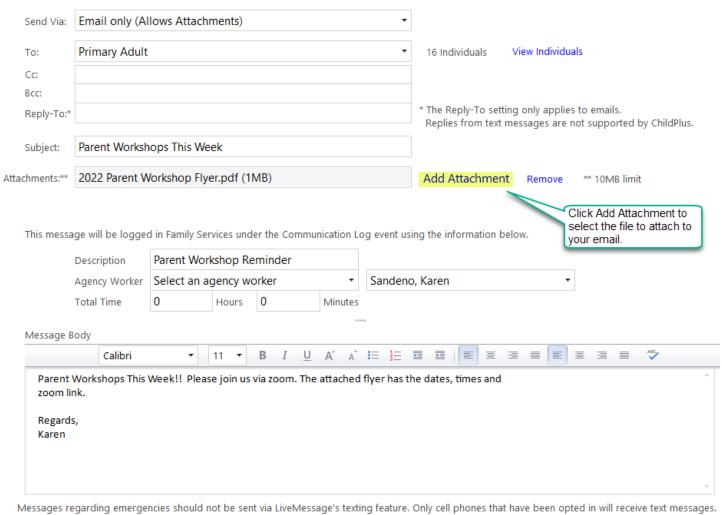
Message Recipients 11 Individuals 1 individuals will not receive this message electronically Copy these 1 individuals to clipboard Print paper letters for these 1 individuals Participant Name Adult Type Adult Name Cell Phone Email Address Reason ▼ Individuals who will not receive this message electronically (1): Primary Adult No email address, no cell phone opted in Individuals who will receive this message electronically (10): This parent will not receive your LiveMessage. You must provide the information some other way and document manually in Communication Log.

When you click Send a Test Message, the following box opens for you to send a preview email or a preview text message.

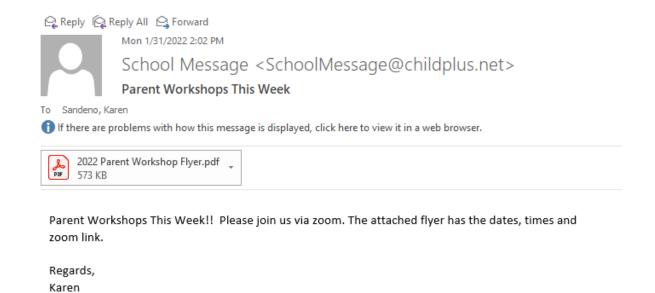
Send a Test Message This allows you to send a preview message to yourself so you can verify the format and content of the message before sending. Email Address ksandeno@oesd114.org Cell Phone Number Send Preview Email

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Example of Preparing an Email with an Attachment and Sending Preview Email



Send a Test Message Send Message Cancel



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