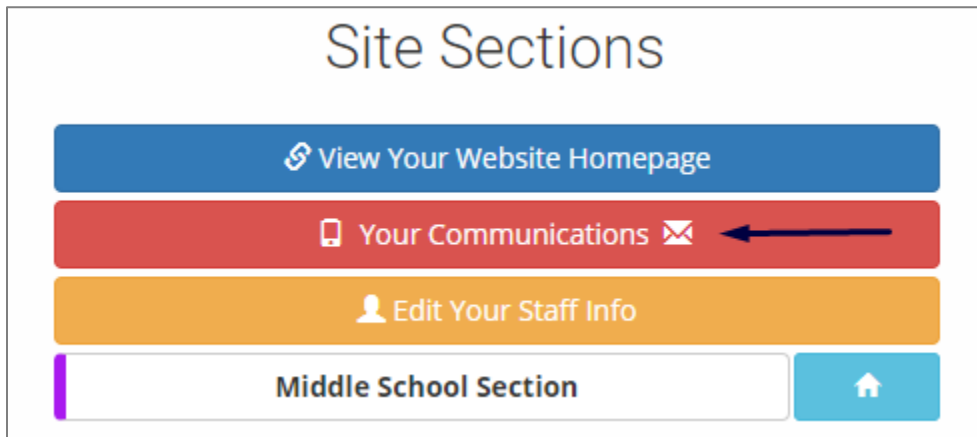


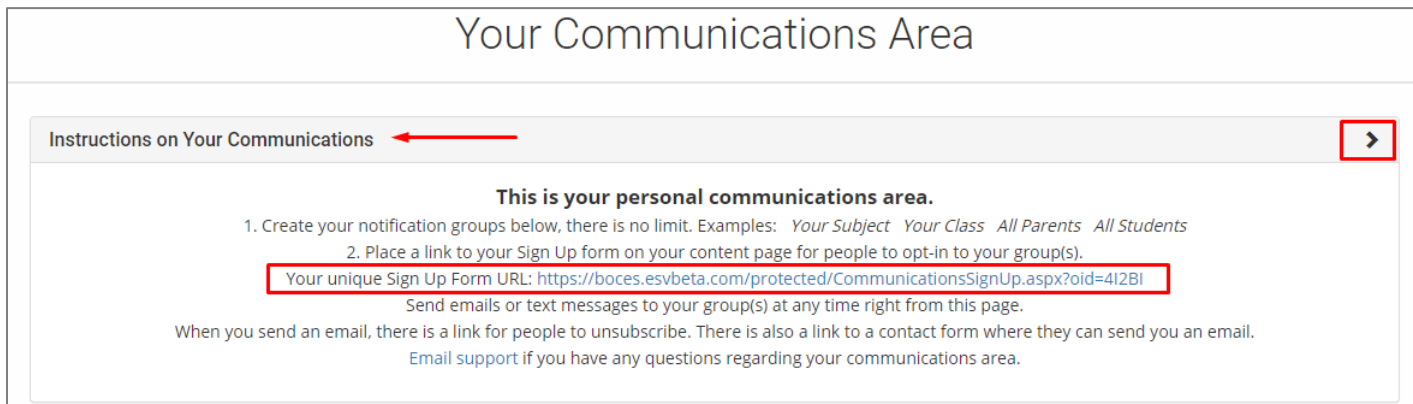
**Summary:** This tool gives website users the ability to communicate en masse with others via email and text message. Multiple groups can be created and participants can sign up to receive these communications

## Steps

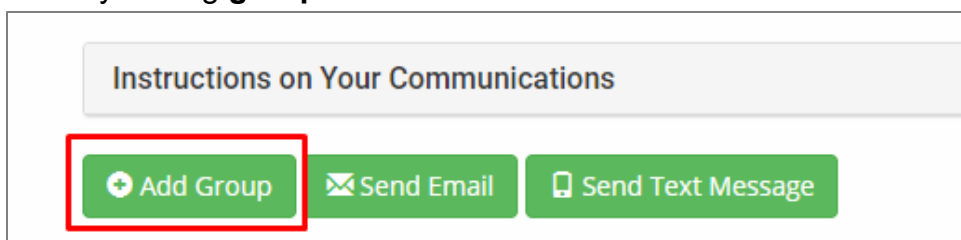
1. Once you log in to eSchoolView, click the red bar titled “**Your Communications**”



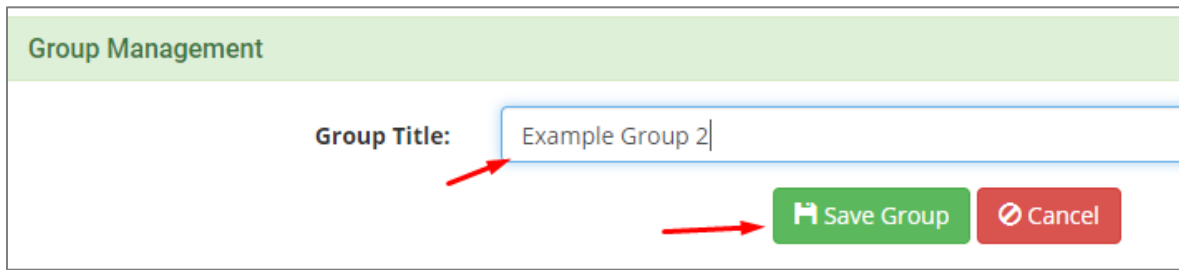
2. Be sure to **read all the instructions**. Participants will need the **unique url** listed here



3. Start by adding **groups**



4. Give the group a **title** and **save**

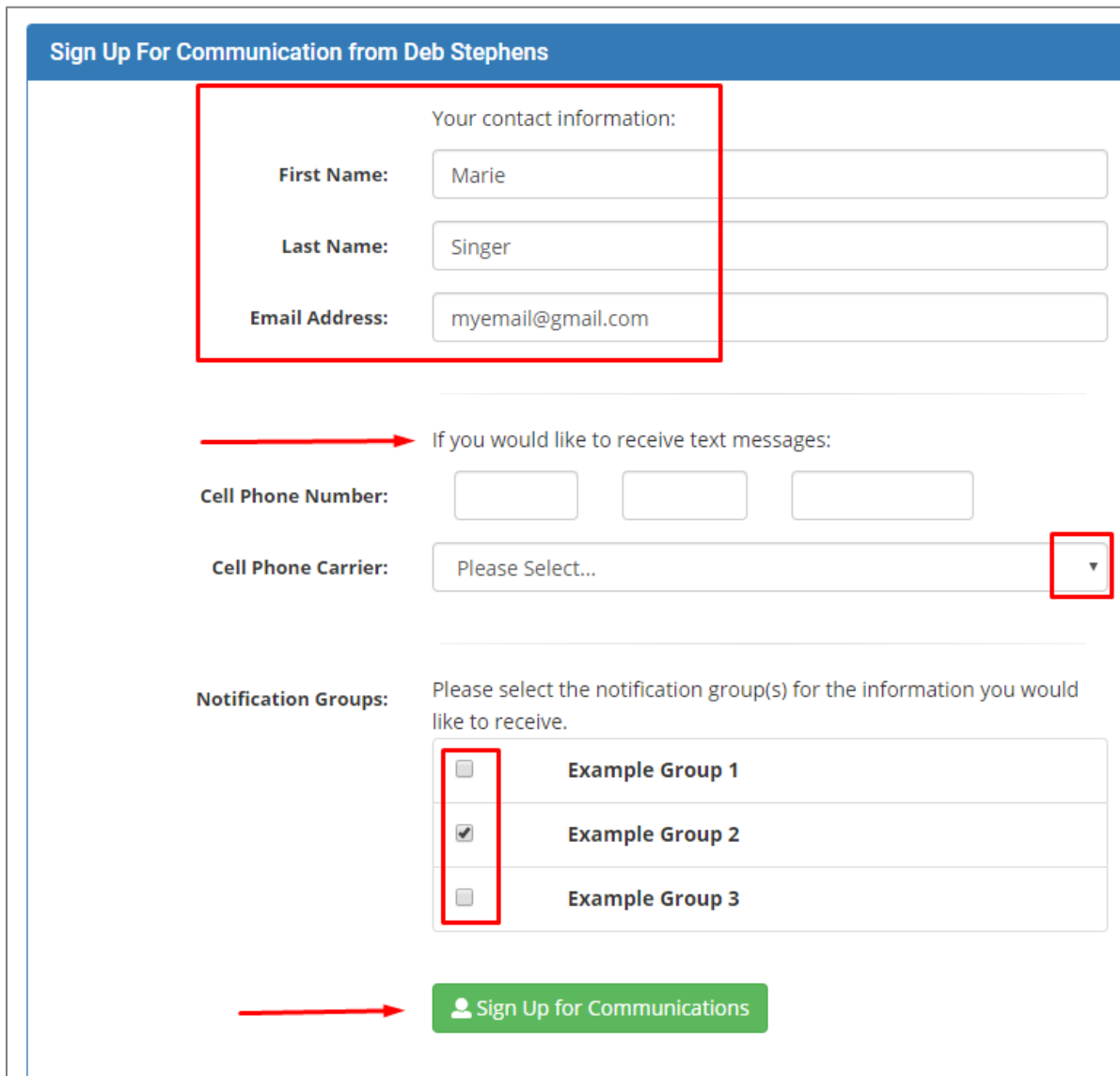


The screenshot shows a 'Group Management' interface. At the top, there is a green header with the text 'Group Management'. Below the header, there is a form with a label 'Group Title:' followed by a text input field containing 'Example Group 2'. A red arrow points to the input field. To the right of the input field are two buttons: a green 'Save Group' button with a house icon and a red 'Cancel' button with a circular arrow icon. A red arrow points to the 'Save Group' button.

5. **Copy the link** that is in the Instructions

6. Go to your class page and paste the link in a text window or link component. (Or, you can simply distribute that url in whatever manner you prefer.)

7. When a participant clicks on the url they will need to add the **required information** and choose a **notification group**. IF they want to receive text messages, they will need to provide a phone number and choose their carrier



The screenshot shows a 'Sign Up For Communication from Deb Stephens' form. The form has a blue header with the text 'Sign Up For Communication from Deb Stephens'. Below the header, there is a section titled 'Your contact information:' with three input fields: 'First Name:' (Marie), 'Last Name:' (Singer), and 'Email Address:' (myemail@gmail.com). A red box highlights these three fields. Below this section, there is a section titled 'If you would like to receive text messages:' with three input fields for 'Cell Phone Number:' and a dropdown menu for 'Cell Phone Carrier:' (Please Select...). A red arrow points to the 'Cell Phone Carrier:' dropdown menu, and a red box highlights the dropdown arrow. Below this section, there is a section titled 'Notification Groups:' with the text 'Please select the notification group(s) for the information you would like to receive.' and three checkboxes: 'Example Group 1' (unchecked), 'Example Group 2' (checked), and 'Example Group 3' (unchecked). A red box highlights the checkboxes. At the bottom of the form, there is a green button with a person icon and the text 'Sign Up for Communications'. A red arrow points to this button.

8. Once participants begin to sign up, you will see the number of subscribers here:

Existing Groups	
Example Group 1	 4 Subscriber(s) Assigned

9. To view subscribers, click on the “**Subscriber Assigned**” text. If this is someone unfamiliar you can choose to remove them

Marie Singer <a href="mailto:myemail@gmail.com">myemail@gmail.com</a> , 607-222-5586 (Verizon) signed up on 4/23/2020 at 10:53 AM	 <a href="#">Remove Subscriber</a>
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**Next:** View the Document Titled “How to Send Communications”