

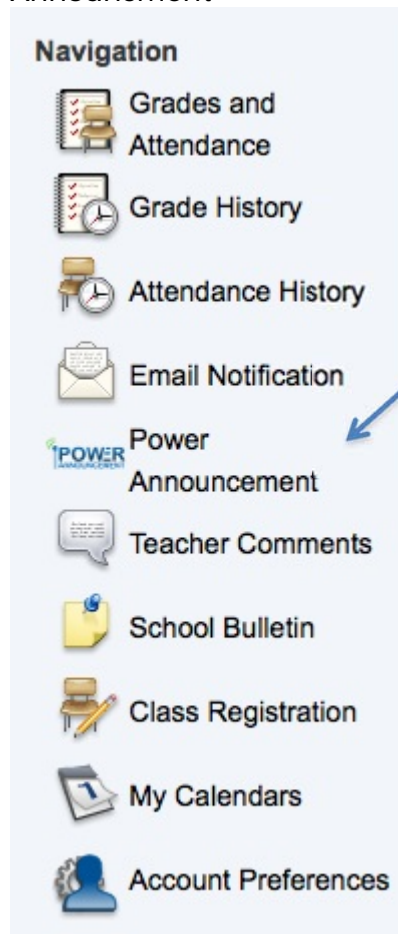


# Power Announcement

## Setting Preferences for Power Announcement

**Purpose:** Instructions for parents to set up preferences through Parent Portal for Power Announcement.

1. Parent/Guardian logs into Parent Portal using username and password
2. On the left hand menu, the parent/guardian is to choose Power Announcement



3. The link will display a page with 3 different preference settings. By clicking on the arrows next to the headings the parent/guardian can expand or collapse each section. The parent also has the capability of expanding all or collapsing all the sections.

- Under Preferences by Message Type the parent/guardian will select the types of message they want to receive. The parent will choose the types of messages they wish to receive from the Power Announcement system.

**▼ Preferences By Message Type**

Option	Choice
Contact me using Text Messaging.	<input checked="" type="checkbox"/>
Contact me using Email.	<input checked="" type="checkbox"/>
Contact me using Phone Calls.	<input checked="" type="checkbox"/>

- Under Preferences by Contact Field the parent can choose which contact field will be used for each type of message that Power Announcement can deliver. The parent/guardian can also change the numbers for which they need the system to deliver from this screen.

**▼ Preferences By Contact Field**

Field	Data	Option
Home Phone	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/>
Father Day Phone	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/>
Mother Day Phone	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/>
Father Home Phone	<input type="text"/>	Send Phone Calls <input type="checkbox"/>
Mother Home Phone	<input type="text"/>	Send Phone Calls <input type="checkbox"/>
Guardian Email	<input type="text"/>	Send Emails <input type="checkbox"/>
Email 1	<input type="text"/>	Send Emails <input checked="" type="checkbox"/>
Email 2	<input type="text"/>	Send Emails <input checked="" type="checkbox"/>
Email 3	<input type="text"/>	Send Emails <input checked="" type="checkbox"/>
Cell Phone 1	<input type="text"/>	Send Text <input checked="" type="checkbox"/>
Cell Phone 2	<input type="text"/>	Send Text <input checked="" type="checkbox"/>
Cell Phone 3	<input type="text"/>	Send Text <input checked="" type="checkbox"/>

- Under Preferences by Message Category, the parent can select which way the parent/guardian prefers to be notified based on the type of message the school sends. In the example below the parent/guardian only wants a text message and an email in the event of a school closing or a school announcement. However, for an attendance notification, the parent wants a phone call as well.

**▼ Preferences By Message Category**

Category	Message Types to Recieve
Emergency Notifications	Emergency Messages will be sent to all available contact methods
Student Bulletins	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Voice <input type="checkbox"/>
Attendance Notifications	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Voice <input checked="" type="checkbox"/>
School Cancellation Messages	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Voice <input type="checkbox"/>
General Announcements	Text <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Voice <input type="checkbox"/>

7. Please notice that in the event of a school emergency announcement the system will notify the parent/guardian through all contact numbers or emails in the system.
8. Parent/Guardian is to select "Save Preferences" to save their selections