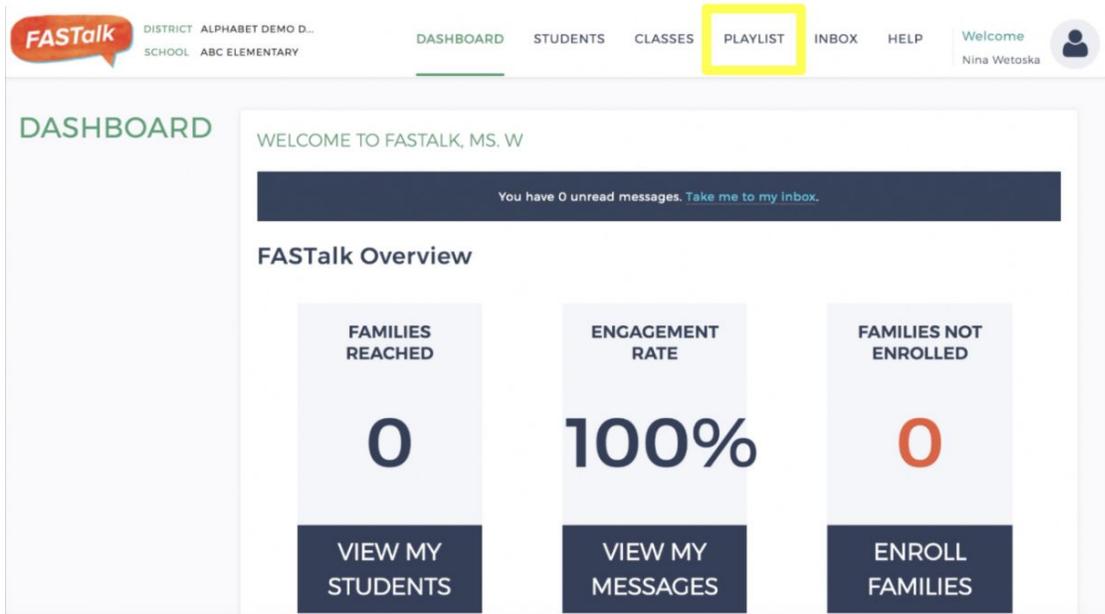# How-To: Customize An Existing FASTalk Playlist

To modify the frequency, pacing, or content of the messages within an existing FASTalk playlist, follow the steps below:
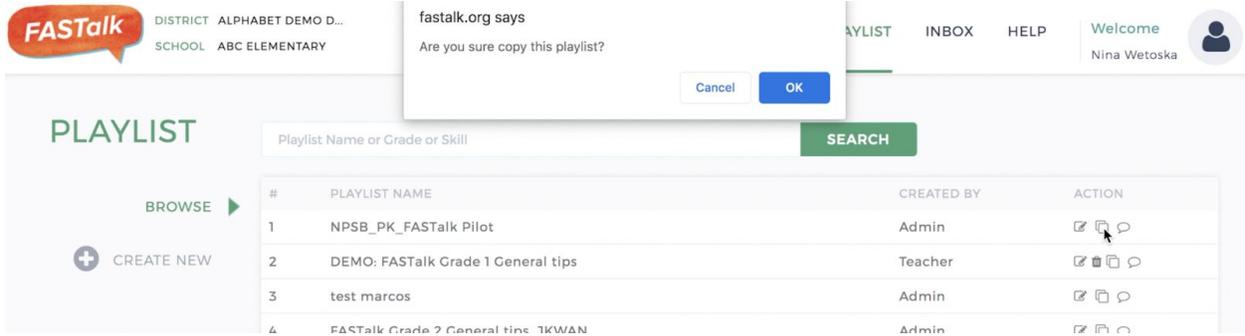
Step 1:

To customize an existing playlist, log-in to your www.FASTalk.org account and click on the **PLAYLIST** tab.
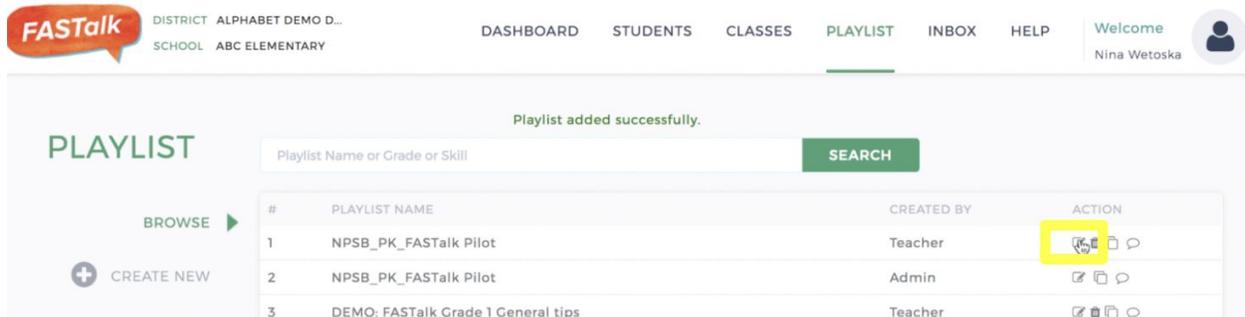

Step 2:

Click on the **COPY** icon next to the existing playlist that you want to use.
Click on "**OK**" to the pop-up window that asks you if you are sure that you want to make a copy.

Step 3:

Now, click on the **EDIT** icon of the cloned playlist you just created. It will be listed at the top of the page and will indicate that the playlist is created by "Teacher" instead of "admin"

Step 4:

Rename the playlist so that you are able to distinguish between your cloned version and the original playlist.

Step 5:

Next, click on the **EDIT** icon next to the message you want to edit.

Step 6:

You can make any changes you would like such as, changing the scheduled date and the scheduled time that the messages will be pre-scheduled to send. Make sure to click **SUBMIT** to save your changes.
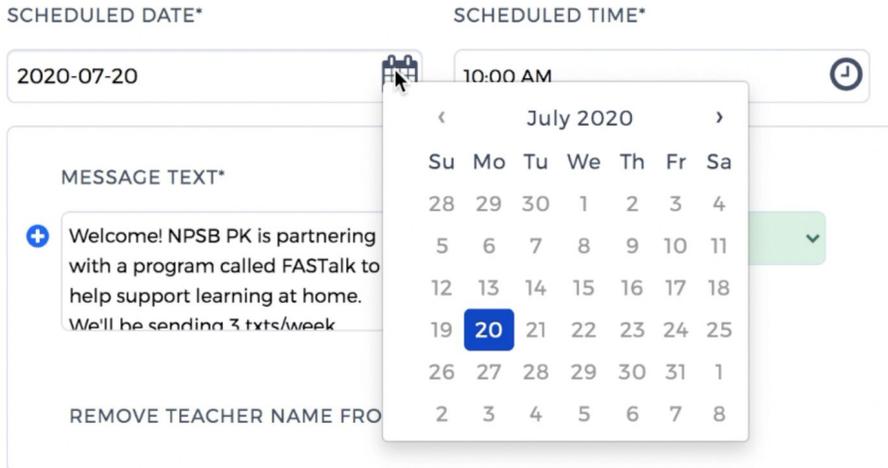
To change the SCHEDULED DATE, click on the calendar:

SCHEDULED DATE*

SCHEDULED TIME*

2020-07-20 📅

10:00 AM 🕐

‹	July 2020	›
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

MESSAGE TEXT*

⊕ Welcome! NPSB PK is partnering with a program called FASTalk to help support learning at home. We'll be sending 3 txts/week
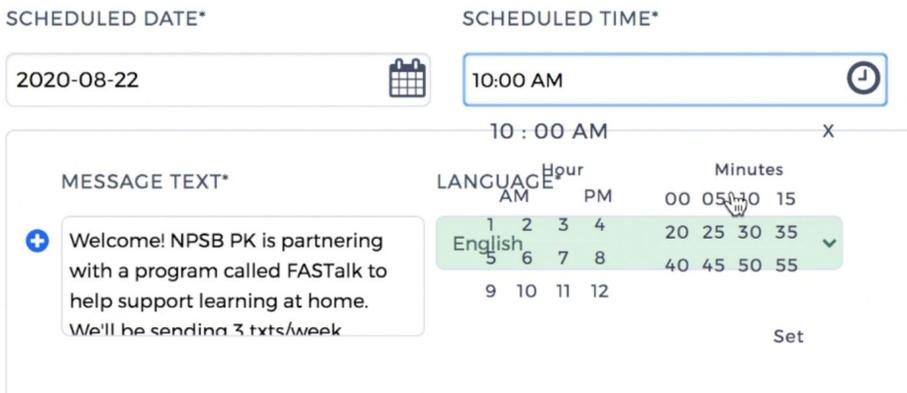
REMOVE TEACHER NAME FRO

To change the SCHEDULED TIME, click on the clock:

SCHEDULED DATE*

SCHEDULED TIME*

2020-08-22 📅

10:00 AM 🕐

10 : 00 AM   X

MESSAGE TEXT*

LANGUAGE Hour   Minutes
           AM   PM   00 05 10 15
⊕ Welcome! NPSB PK is partnering   1   2   3   4   20 25 30 35
with a program called FASTalk to   English 5   6   7   8   40 45 50 55
help support learning at home.   9 10 11 12
We'll be sending 3 txts/week

                                                          Set

To delete a message, click on the TRASHCAN icon 🗑

#	SCHEDULED DATE	SCHEDULED TIME	MESSAGE NAME	ACTION
1	2020-08-19	8:00 AM	Welcome	✎ 🗑
2	2020-08-17	4:00 AM	Unit 1	✎ 🗑

or click REMOVE under the Message details:

To change the Message content, edit the "MESSAGE TEXT" box:

To delete a poll, click on the TRASHCAN icon 🗑

#	SCHEDULED DATE	SCHEDULED TIME	MESSAGE NAME	ACTION
1	2020-08-19	8:00 AM	Welcome	✎ 🗑
2	2020-08-17	4:00 AM	Unit 1	✎ 🗑

or click REMOVE under the Poll details:

EDIT ▶ ② Messages / Poll　　MESSAGES　　POLL

② Poll　　　　　　　　　　　　　　　⊖ REMOVE

POLL NAME

Unit 1 Activity

SCHEDULED DATE*　　　　SCHEDULED TIME*

2020-08-17　　📅　　8:00 AM　　🕐

RESPONSE TYPE

multiple choice ⌄

To edit a poll, click on the EDIT icon ✎ under the POLL tab:

① Playlist Details　　PLAYLIST NAME*

Playlist Demo

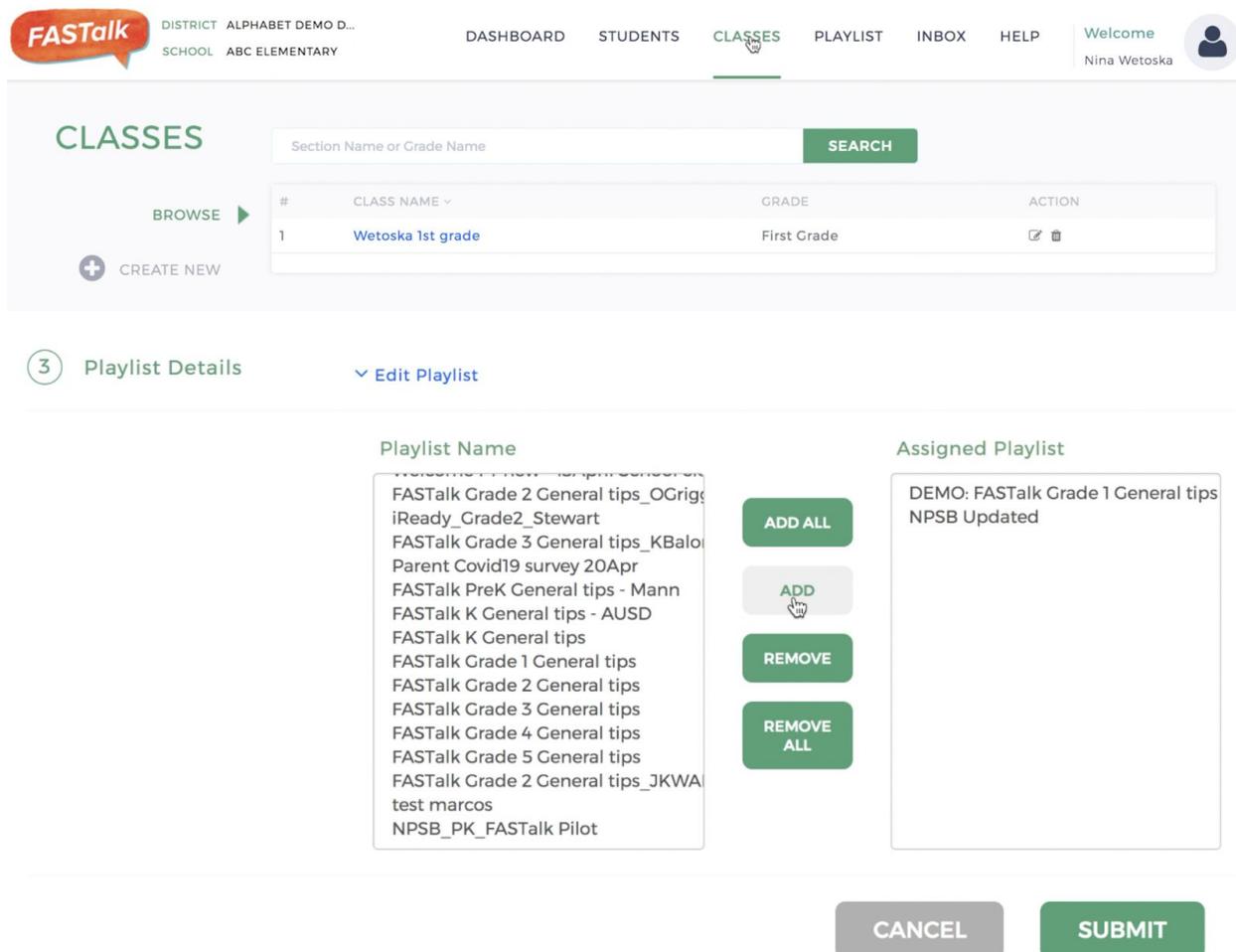② Messages / Poll　　MESSAGES　　POLL

② Poll　　　　　　　　　　　　　　⊖ REMOVE

POLL NAME

Unit 1 Activity

SCHEDULED DATE*　　　　SCHEDULED TIME*

2020-08-17　　📅　　8:00 AM　　🕐

#	SCHEDULED DATE	SCHEDULED TIME	POLL NAME	ACTION
1	2020-08-17	3:00 AM	Unit 1 Activity	✎ 🗑

Step 7:

After making your desired adjustments to the playlist, go back to **CLASSES** tab and make sure you assign your adjusted playlist so that families receive your modified messages and polls. You can remove the old playlist by selecting the previous playlist under "Assigned Playlist" and clicking **REMOVE**. Click **SUBMIT** when you have assigned your modified playlist to your class.

Questions?

If you need any support or assistance adjusting preset FASTalk playlists, please contact
support@fastalk.org.