

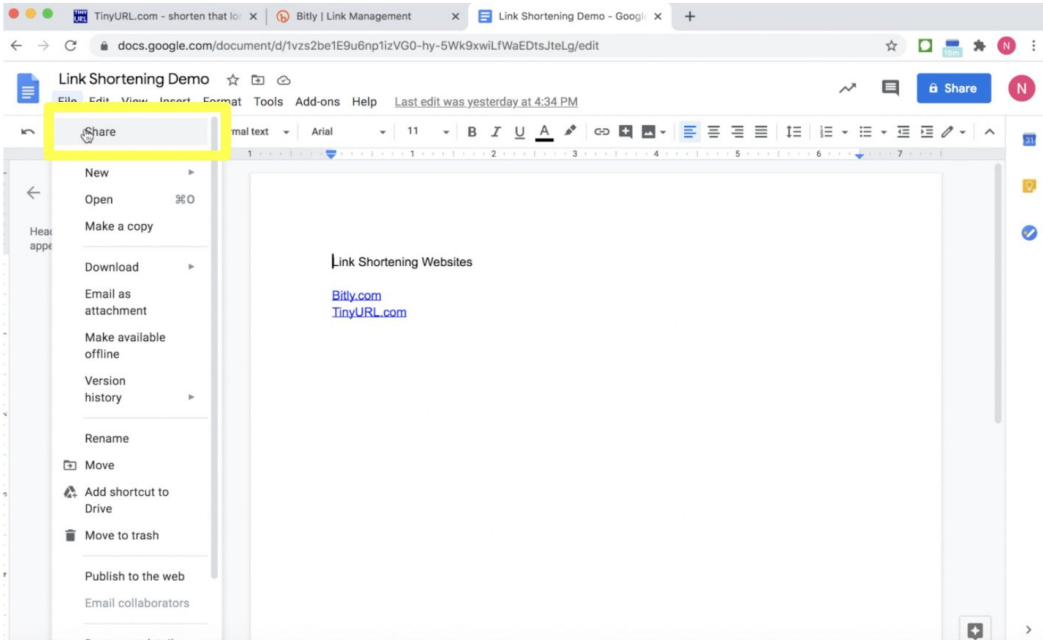


# How-To: Send a shortened link through FASTalk

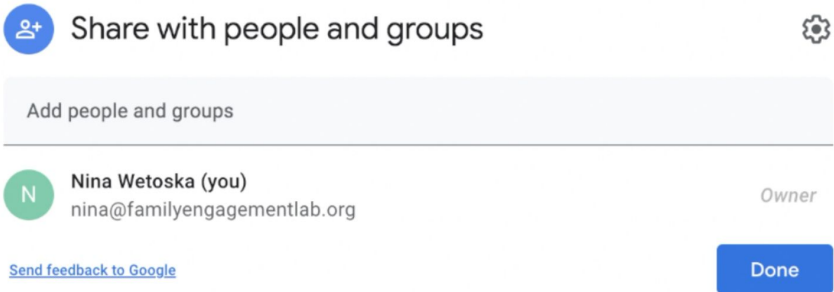
FASTalk messages are delivered to parents/caregivers as SMS text messages. Some handsets and carrier combinations may filter or block content that includes longer links.

The FASTalk team is exploring improvement options to the experience to include links and integrate link shortening. In the meantime, we recommend shortening links both to preserve characters and minimize the incidence of carrier filtering. To do this, we recommend using a free link shortener such as bitly.com or tinyurl.com.

**Step 1:** To share a Google doc link, click the blue **SHARE** button on the upper right hand corner

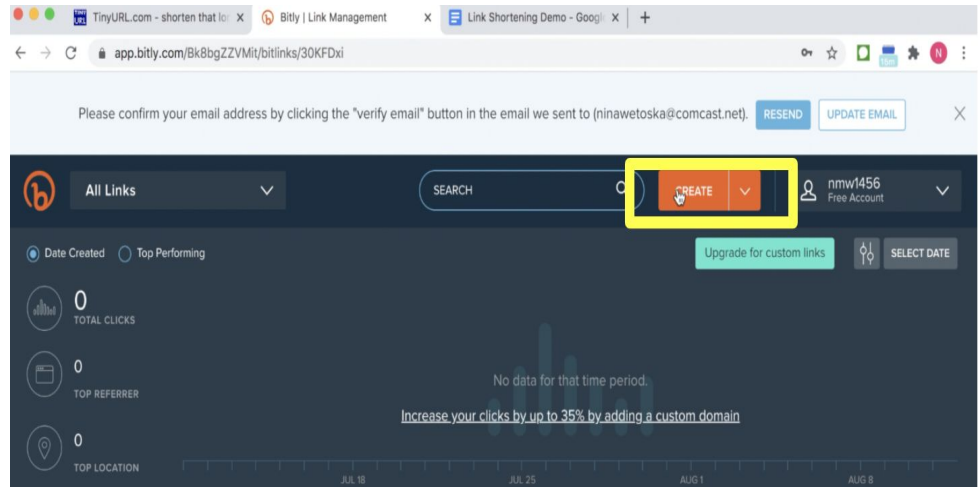


**Step 2:** Click “**Copy Link.**”



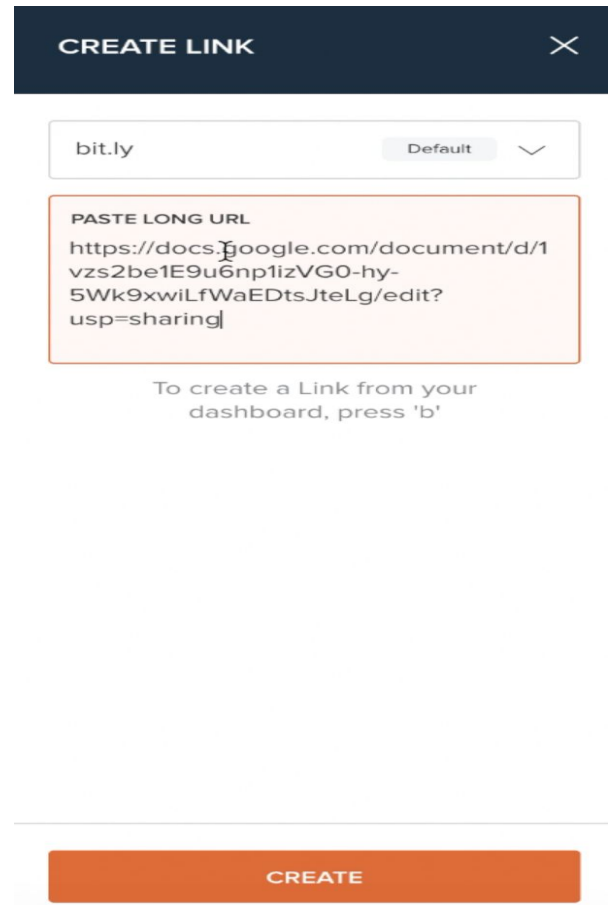
**Step 3:** In a new browser window, open up [bitly.com](https://bitly.com).

**Step 4:** Click “**Create**”



**Step 5:** Paste the link to the Google Doc into the “**long link**” section.

**Step 6:** Click “**Create**” again.



**Step 7:** Copy the bit.ly short link that was generated at the top.

EDIT LINK

bit.ly/30KFDxi

COPY SHARE

CREATED AUG 11 Hide Link

TITLE  
Add a title.

CUSTOMIZE BACK-HALF  
bit.ly/30KFDxi

**Step 8:** Open up [fastalk.org](https://fastalk.org).

**Step 9:** Click on the “INBOX” tab

FASTalk DISTRICT ALPHABET DEMO D... SCHOOL ABC ELEMENTARY

DASHBOARD STUDENTS CLASSES PLAYLIST INBOX HELP

Welcome Nina Wetoska

DASHBOARD

WELCOME TO FASTALK, MS. W

You have 0 unread messages. Take me to my inbox.

FASTalk Overview

FAMILIES REACHED	ENGAGEMENT RATE	FAMILIES NOT ENROLLED
0	100%	0
VIEW MY STUDENTS	VIEW MY MESSAGES	ENROLL FAMILIES

**Step 10:** Select the child and parent.

**Step 11:** Paste the shortened link into the chat box and click the paper airplane icon to send.

The screenshot shows the FASTalk web application interface. At the top, there are browser tabs for TinyURL.com, Bitly | Link Management, Link Shortening Demo - Google, and Family Engagement Lab. The address bar shows the URL fastalk.org/users/manageinbox. The header includes the FASTalk logo, the district name 'ALPHABET DEMO D...', the school name 'ABC ELEMENTARY', and navigation links for DASHBOARD, STUDENTS, CLASSES, PLAYLIST, INBOX, and HELP. A user profile for 'Nina Wetoska' is visible in the top right. The main content area is titled 'INBOX' and features a 'CONVERSATION' section with a 'CREATE NEW' button. There are three columns: 'STUDENT' with one entry '1 Zoey Lee', 'PARENT/CAREGIVER' with one entry '1 David', and 'CHAT-CONVERSATION' which is currently empty and shows a text input field containing the URL 'https://bit.ly/3OKFDxi' and a paper airplane icon for sending.

### Questions?

If you need any further help including a shortened link to send out to your students' families, please contact us at [support@fastalk.org](mailto:support@fastalk.org).