

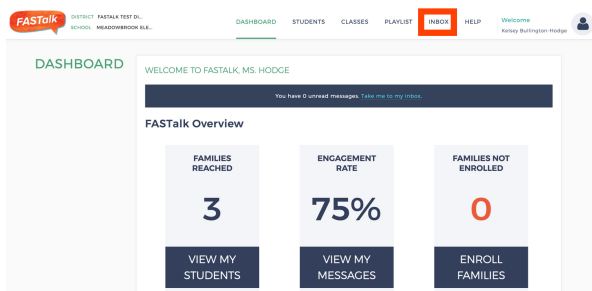
# HOW-TO SEND AN ANNOUNCEMENT TO FAMILIES ON WWW.FASTalk.ORG



## STEP 1

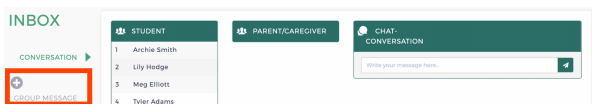
Enter your school email and FASTalk password on [www.fastalk.org](http://www.fastalk.org).

Then, click LOG IN to access your FASTalk teacher account.



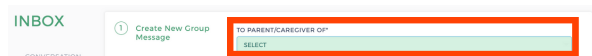
## STEP 2

On your Dashboard, click INBOX to access your conversations.



## STEP 3

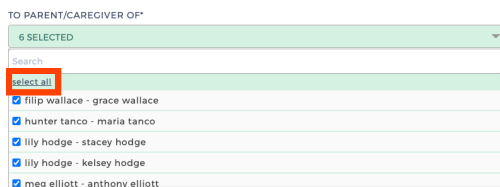
Click GROUP MESSAGE on the left hand side of the page.



## STEP 4

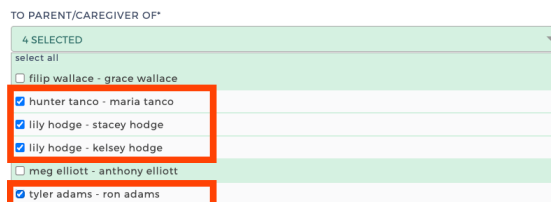
Select your recipients in the dropdown menu under TO PARENT/CAREGIVER OF.

### TO MESSAGE THE ENTIRE CLASS...

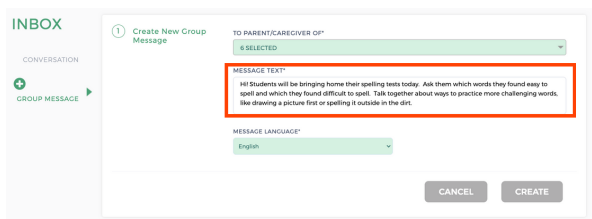


Click SELECT ALL.  
A check mark should appear near to all of the names in the list.

### TO MESSAGE A SELECT GROUP...



Click the boxes next to the names of the students and caregivers you wish to message.



## STEP 5

Type your message in the MESSAGE TEXT box.

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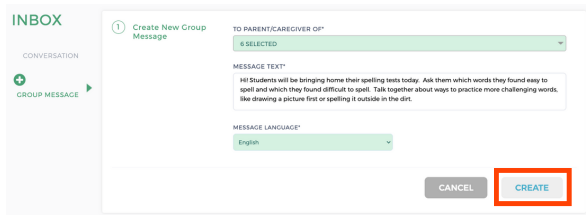
## STEP 6

Select the language in which you wrote your message from the MESSAGE LANGUAGE menu. **If you wrote your message in English, move to step 7.**



## STEP 7


Click CREATE to send your message to the recipients you selected.



Each recipient will receive your message as an individual SMS text in their home language -- only you will be able to see each caregiver's response.

## NOTIFICATION OF PARENT MESSAGE

When a parent messages you, you'll receive an email notification. To respond, open your INBOX, select the name of the student, and then the name of the caregiver who messaged you.



Dear Kelsey Bullington-Hodge,

**You have a new message in FASTalk:**

#	STUDENT NAME	PARENT/CAREGIVER NAME	PARENT/CAREGIVER NUMBER	ORIGINAL MESSAGE	MESSAGE	ATTACHMENT (IMAGE)	DATE AND TIME
	Lily Hodge	Stacey	+18175218875	¡Gracias!	Thank you!		2022-10-28 14:08:28

...