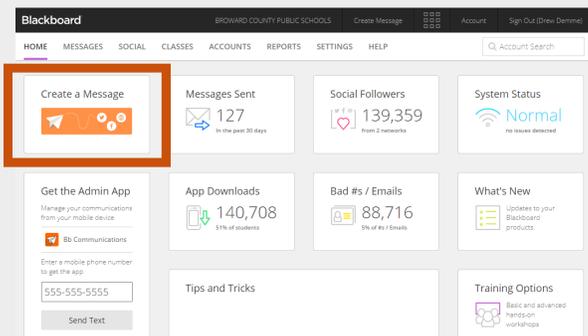


SMART PROGRAM NEWSLETTER

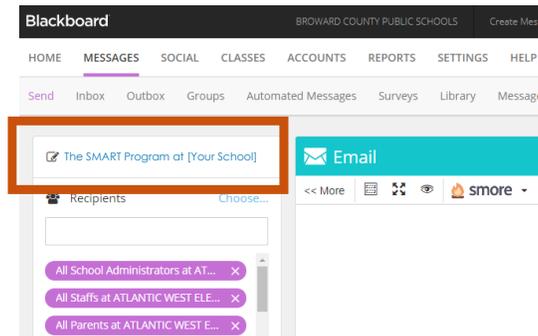
PARENT LINK DISTRIBUTION INSTRUCTIONS

1



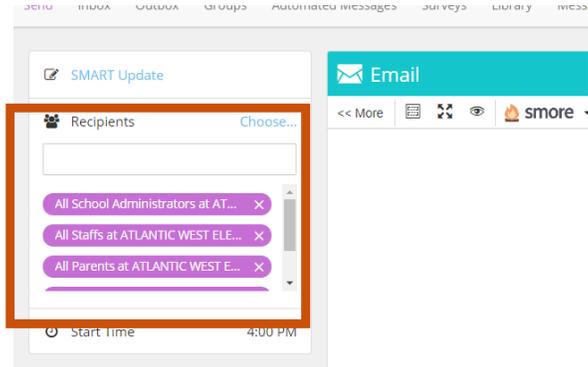
Log in to ParentLink via Clever and click the orange "Create a Message" Button:

2



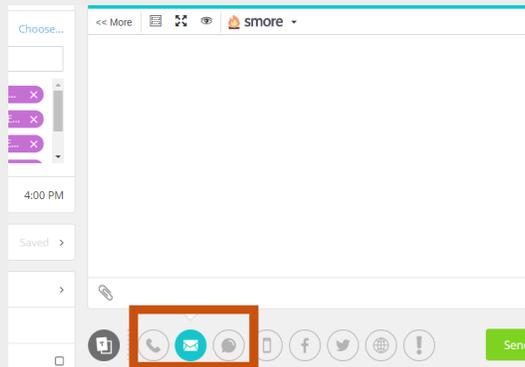
On the Message Send page, add the Subject: The SMART Program at [Insert Your School]

3



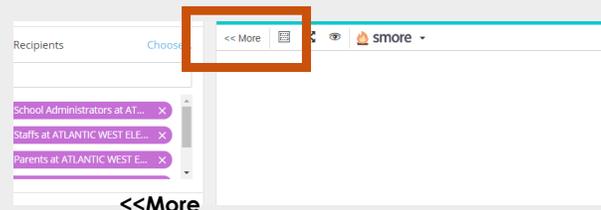
Select your recipients: All Parents, Staff, Principals, School Administrators

4



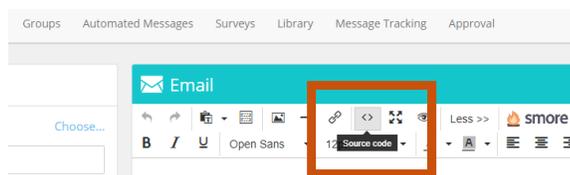
Click on the Email button below the template window

5



Click on <<More in the top left corner of the email window:

6



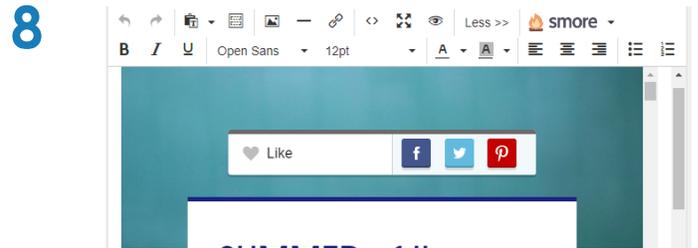
Next, click on the source code button.

SMART PROGRAM NEWSLETTER

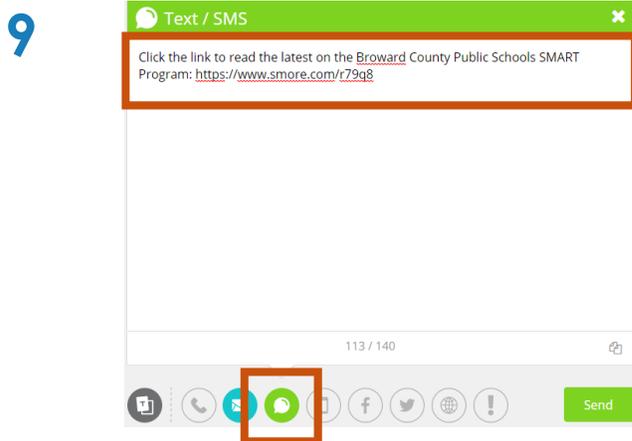
PARENT LINK DISTRIBUTION INSTRUCTIONS



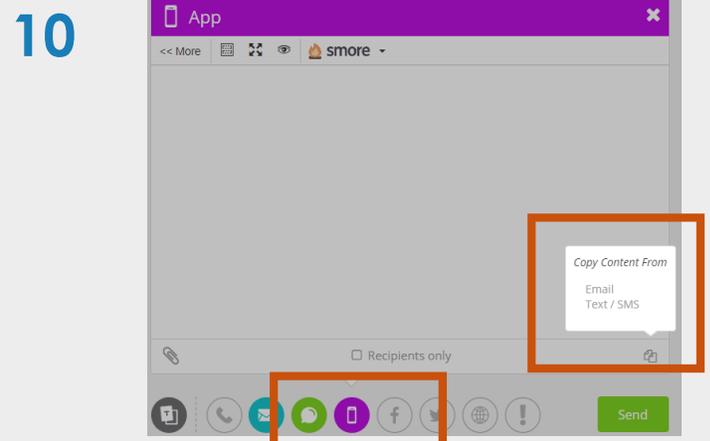
Now, go back to your email, open the EMAIL-APP attachment, and copy the entire contents into the Source Code pop-up in ParentLink. Then, click Ok.



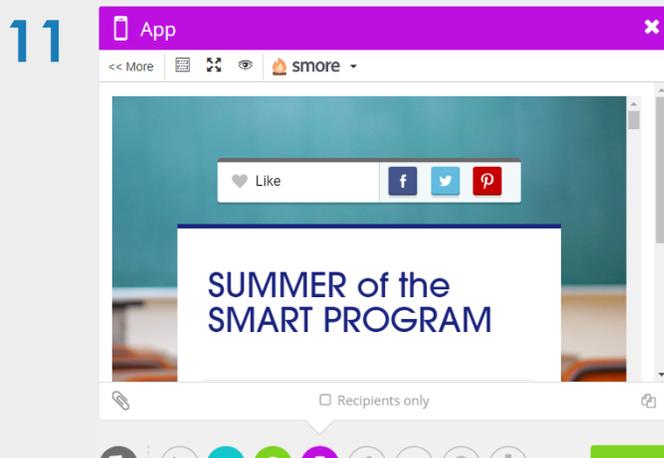
The email content should now show in the window



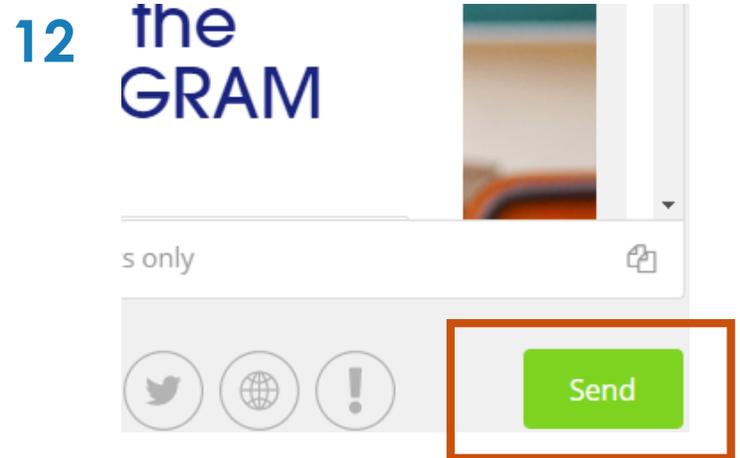
Next, click on the Text / SMS button at the bottom and copy the contents of the TEXT-SMS attachment into the box.



Now, click on the App button at the bottom. Then click on the "Copy Content From" button in the bottom right corner and then click on Email.



The App window should also have the newsletter now.



That's it! Just click SEND.