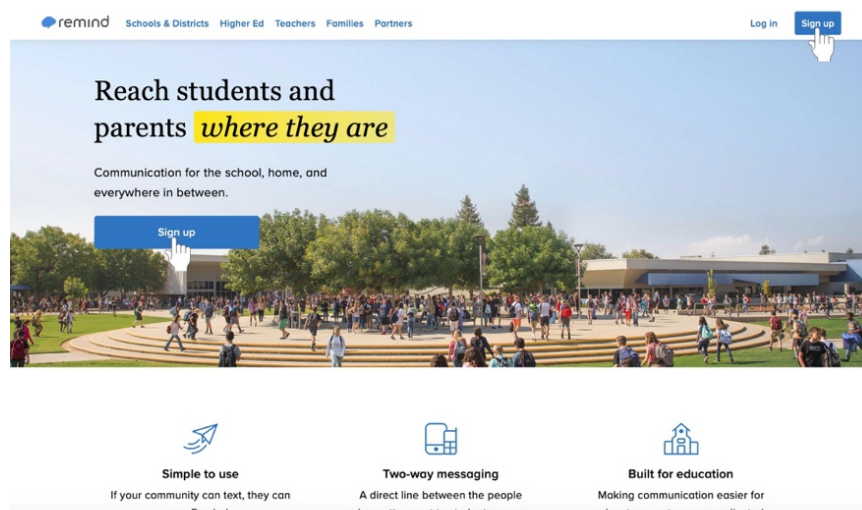# Getting Started with Remind

Remind is a mobile messaging platform for education. This service can be used to message all individuals in a group, for example all disciples in a Confirmation I class, to remind parents and children of events, projects, and other information.
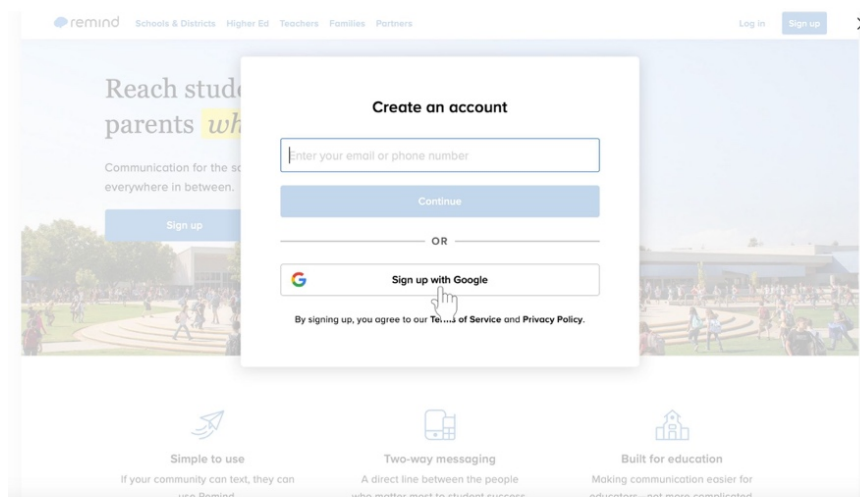
In order for your PCL to monitor contact between catechists and children, you **must** attach your remind account to your parish. Any contact between catechists and those participating in parish catechetical programs should **always** be **professional and appropriate**.
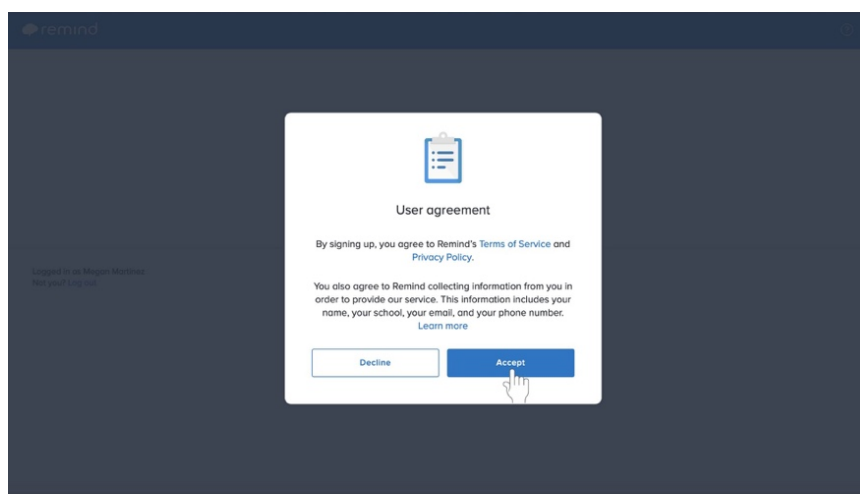
Creating a Remind account

1. Go to **remind.com**.
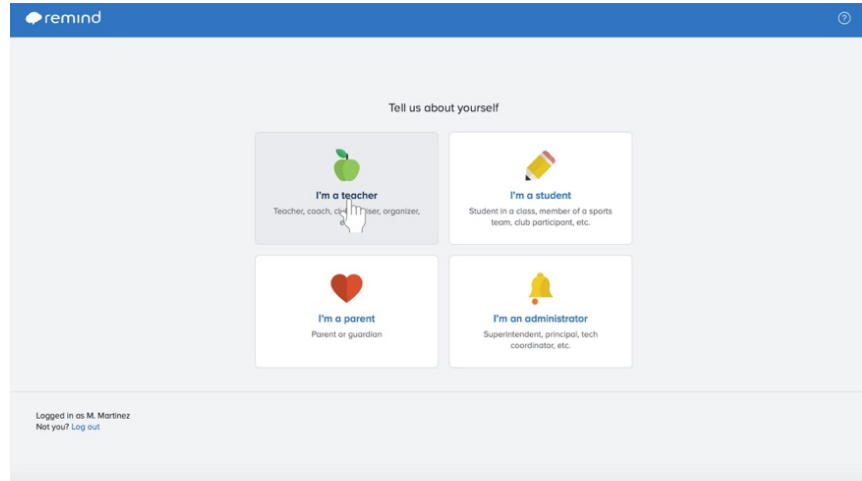2. Click on the blue **Sign up** button on the photograph or on the top right corner of the page.

3. Enter your email address in the text box or sign up with Google. Sign up with Google to make this process simpler.
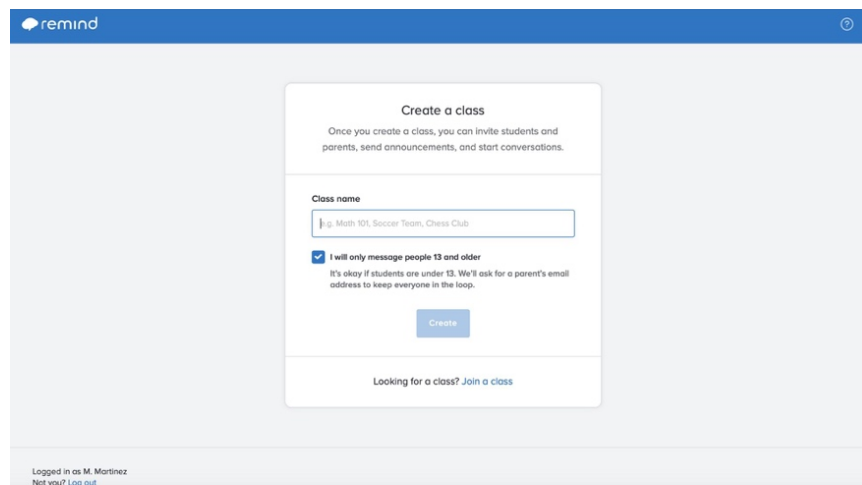

   a. Sign in to your Google account if you choose to sign up with Google.
4. Click the blue **Accept** button at the bottom right corner of the white box to acknowledge that you agree to Remind's policies.

5. Click on **I'm a teacher** in the box with the green apple.

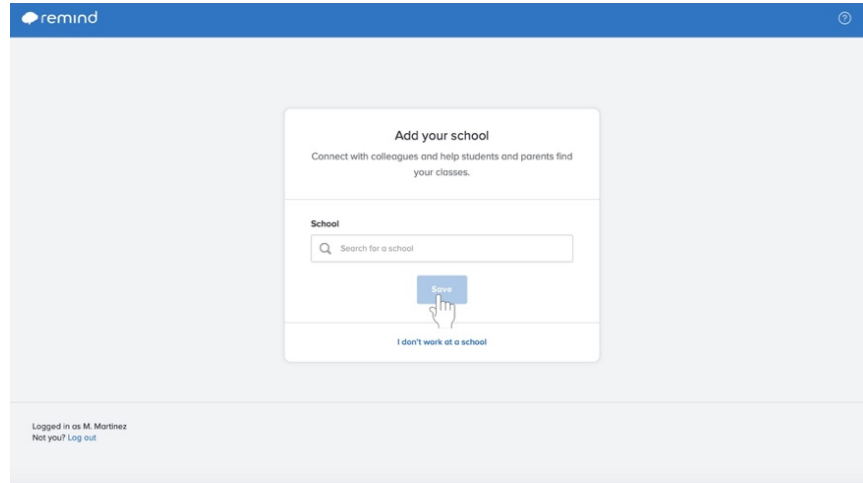6. Type in the class name under the **Class name** label.

7. Click the blue **Create** button towards the bottom of the page.

8. Click the text box labeled **Search for a school** and begin typing in the name of your parish in place of the name of a school.

    a. Your parish will create accounts with Remind to function as schools for the purposes of this service.

    b. In order for your PCL to monitor contact between catechists and children, you **must** attach your remind account to your parish. Any contact between catechists and those participating in parish catechetical programs should **always** be **professional and appropriate**.

9. Click the blue **Save** button underneath the search box after selecting your parish.

Adding another class

1. No matter where you are in Remind, look on the left side of the page. A section labeled **Classes Owned** will appear underneath your name and any classes you have already created.
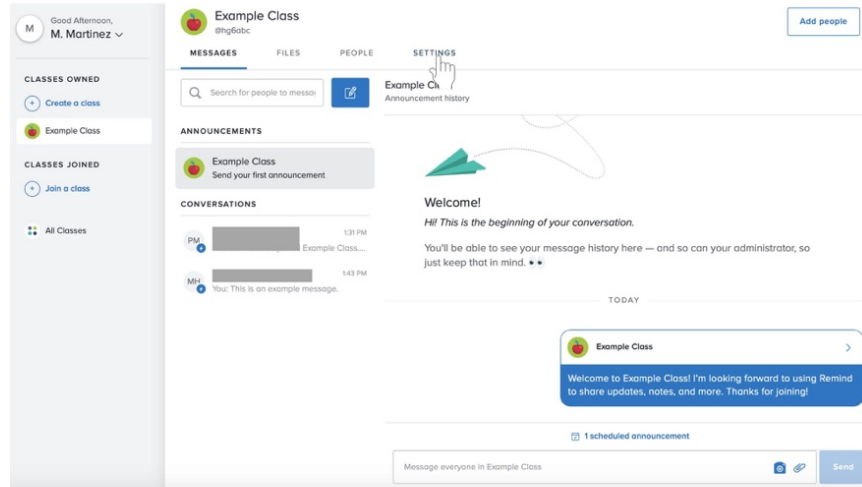2. Click the blue + **Create a class** option.

3. Fill in all required information, including the **Class name** and a **Class code**. **Make sure that you select your parish as the school affiliated with the group.**
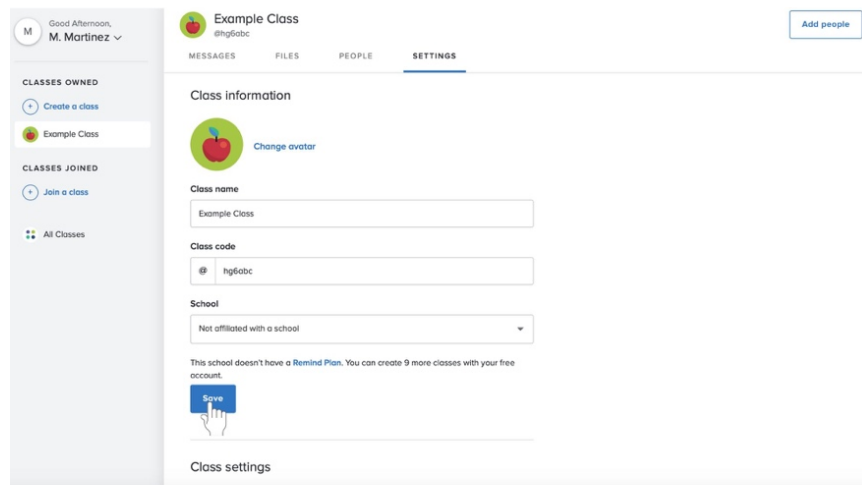4. Click the blue **Create** button at the bottom center of the box.

Changing your settings in Remind

Changing your class information

1. Navigate to **Settings** in the top bar towards the left.
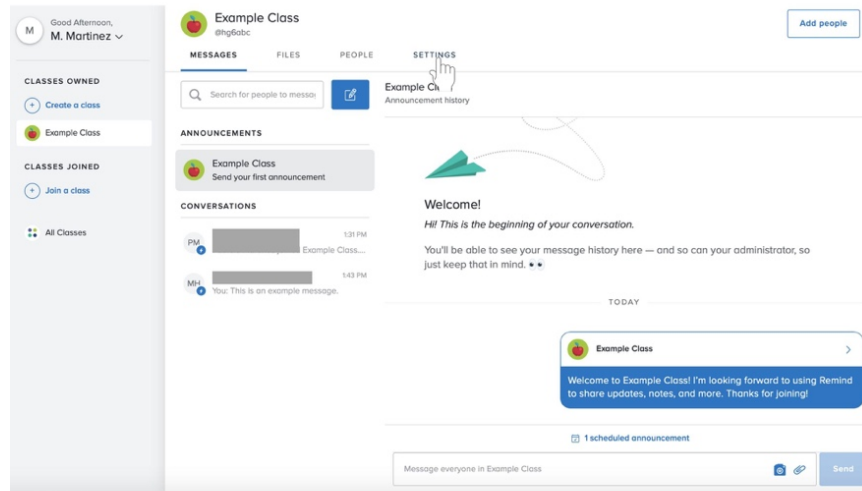

2. Look under **Class Information**.
3. Click the text box under **Class name** to change the name of the class.
4. Click the next box under **Class code** to create a custom class code at least three characters long.
5. Click the blue **Save** button underneath the **Class information** section.
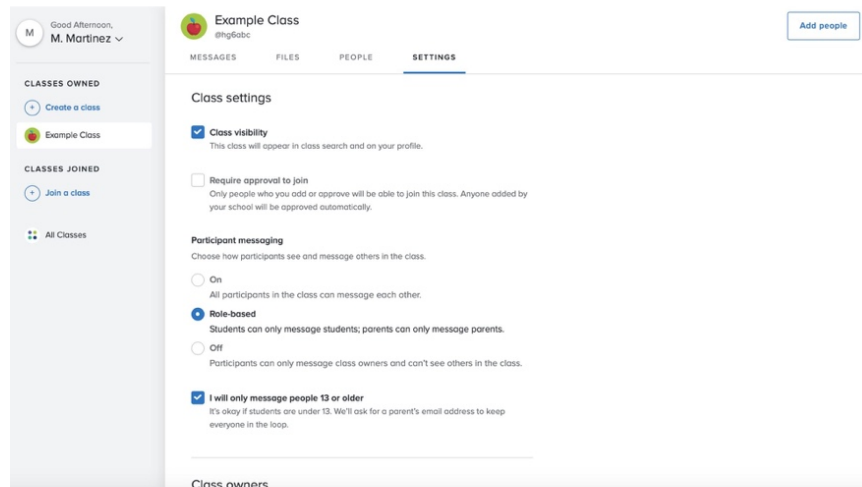
Changing your class settings

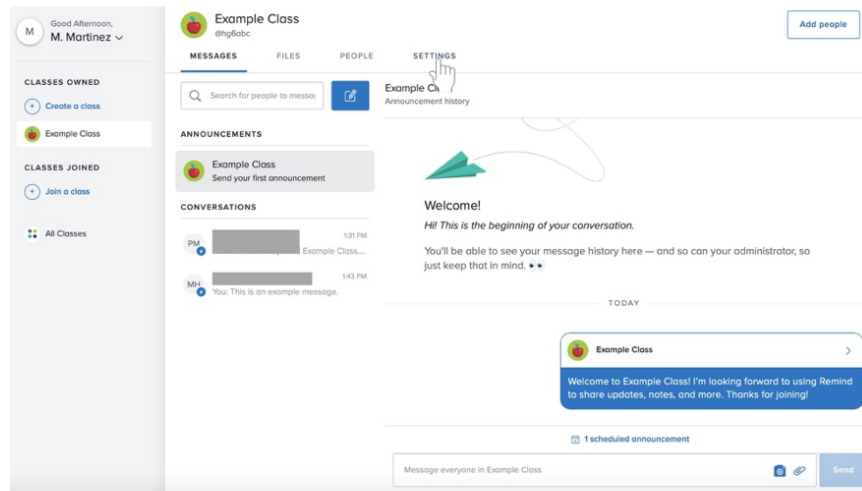1. Navigate to **Settings** in the top bar towards the left.

2. Look under **Class Settings** below **Class Information**.
3. Click on or off of any settings, including requiring approval to join the class.
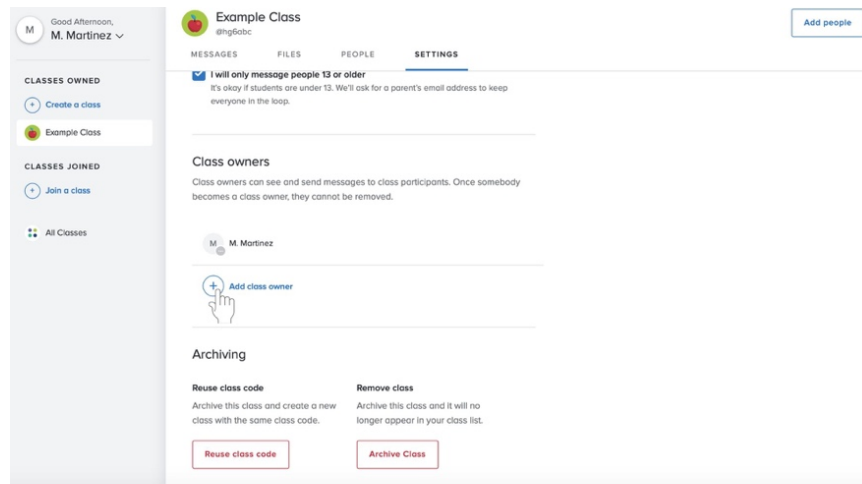
Adding another administrator to your group

Before you do add another class owner, make sure that that person has joined your class on Remind.
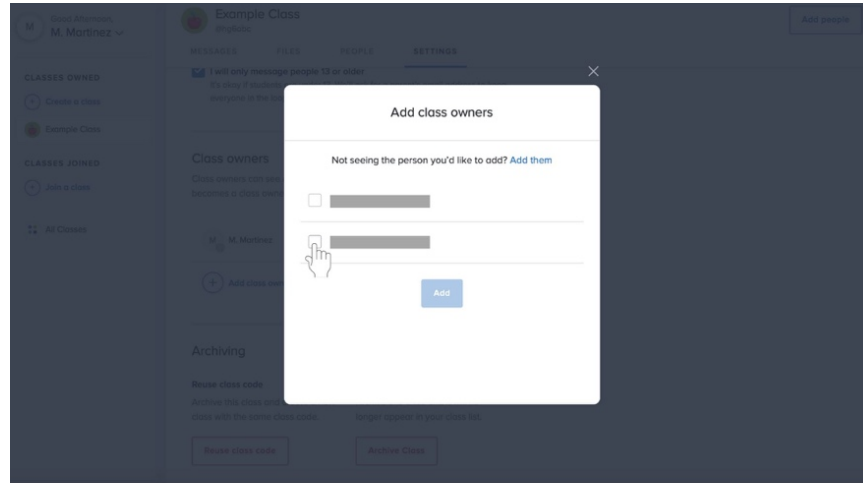
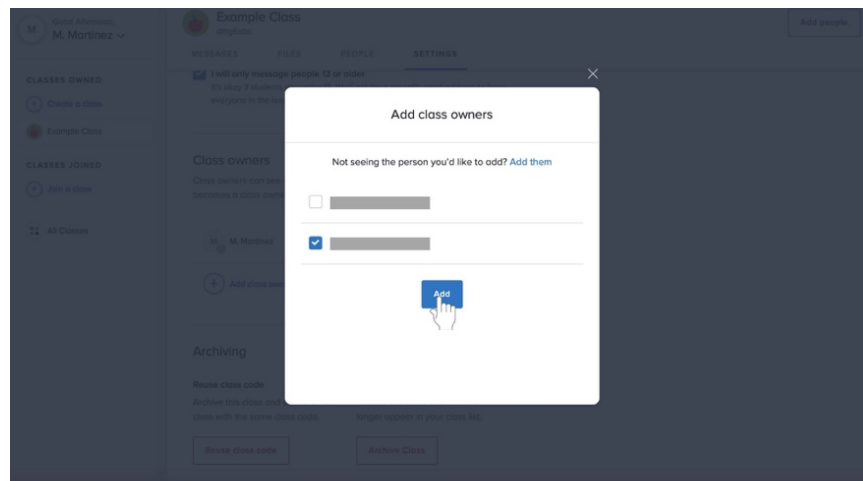1. Navigate to **Settings** in the top bar towards the left.

2. Look under **Class Owners** below **Class Information** and **Class Settings**.
3. Click on the blue + **Add a class owner** underneath your name.

4. Click on the checkbox next to the name of a person who has already joined the class.
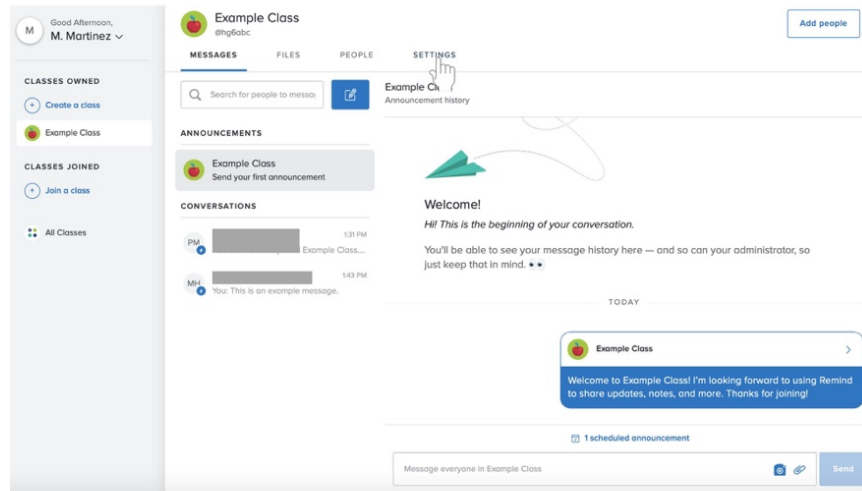

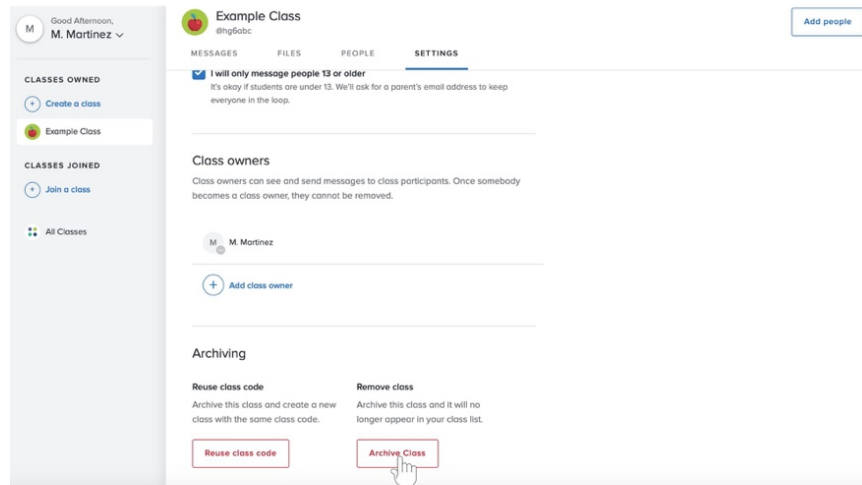5. Click the blue **Add** button underneath the list of names.

Removing your class

1. Navigate to **Settings** in the top bar towards the left.

2. Look under **Archiving** below **Class Information, Class Settings,** and **Class Owners**.
3. Underneath **Remove class**, click the red outlined **Archive Class** button.

4. Confirm that you wish to remove the class by clicking on the blue **Remove** button.