

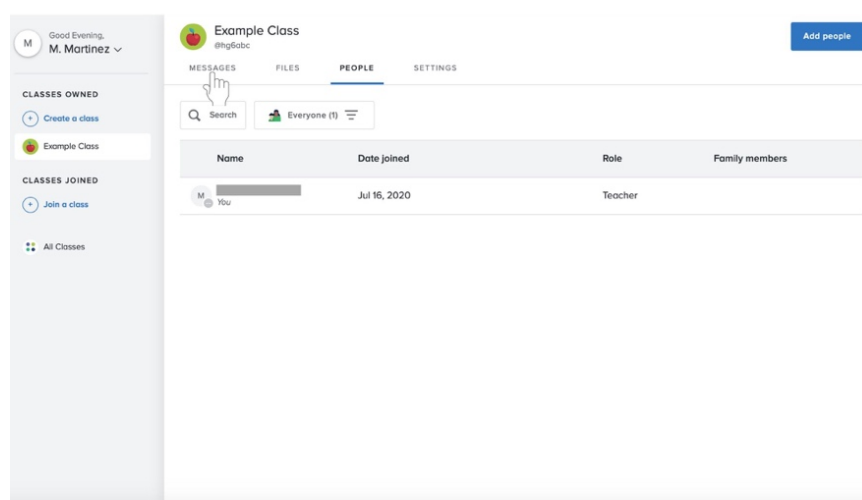
Sending Messages in Remind

Remind allows you to message everyone in the class, one person, or a group. Send messages reminding disciples of an event, project, and more. You can also schedule a message to everyone in the class to be sent at a later time.

Any contact between catechists and those participating in parish catechetical programs should always be professional and appropriate.

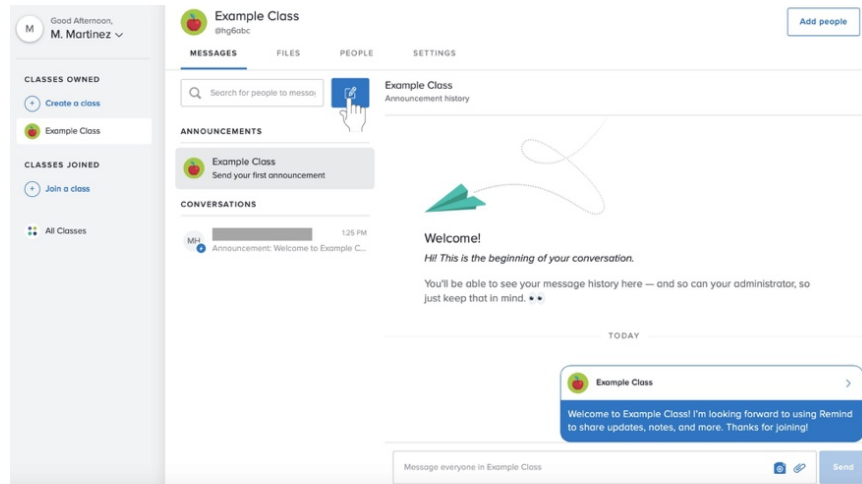
Navigating to messages

- Underneath the name of the class at the top of the page, click the **Messages** tab to the left.

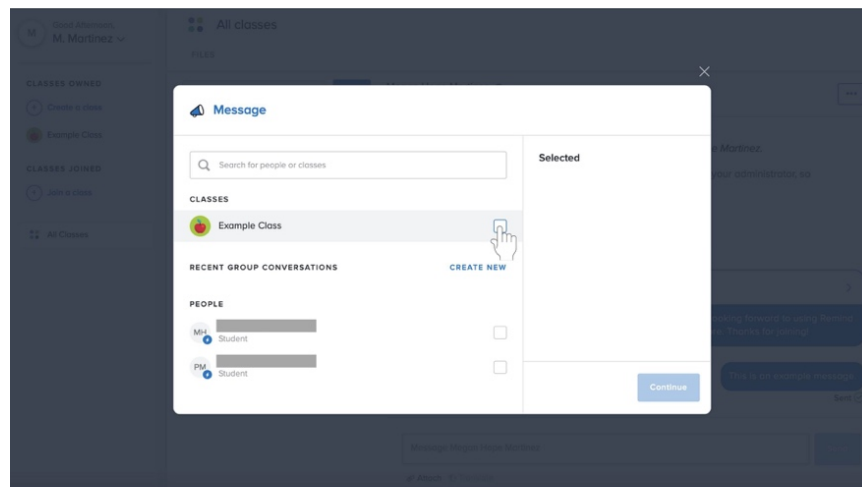


Messaging everyone in the class

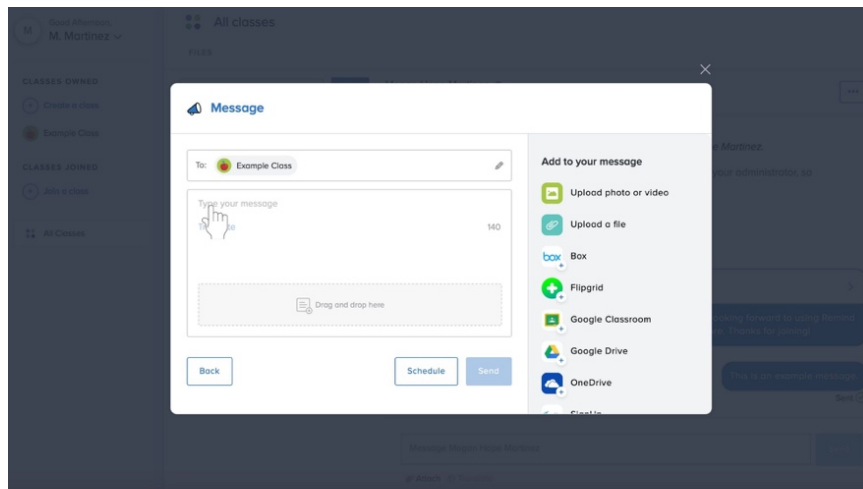
1. To the left of your announcement history, click on the blue **Compose** button with the pencil and paper icon.



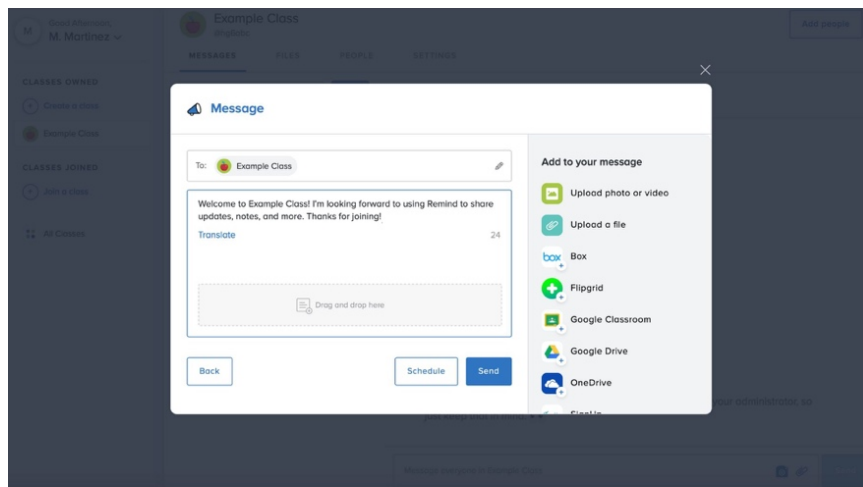
2. Click on the checkbox next to the name of the class.



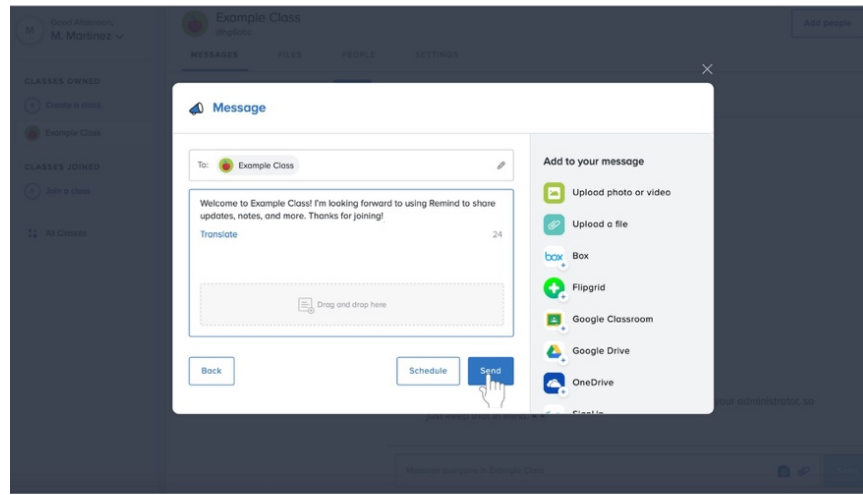
3. Click in the text box and begin writing your message. **Any contact between catechists and those participating in parish catechetical programs should always be professional and appropriate.**



- a. If this is your first message, a prewritten message will appear. You can send this message or delete it and write your own.



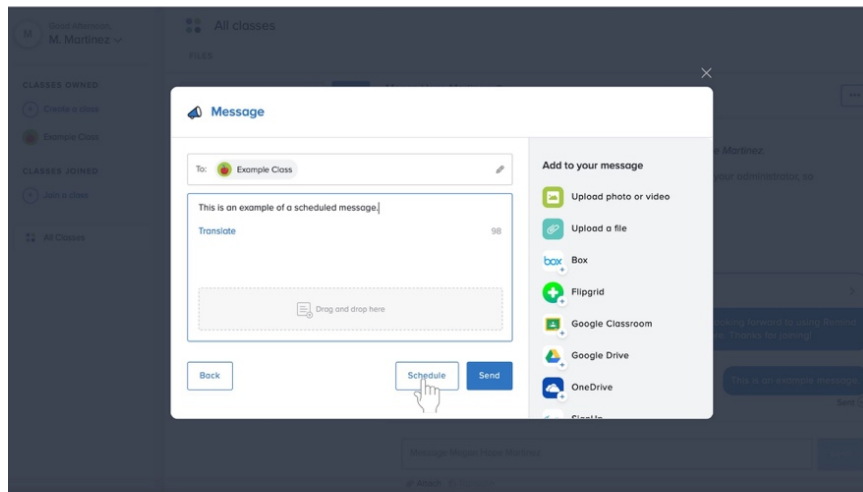
4. When you are finished typing your message, click the blue **Send** button at the bottom right of the box.



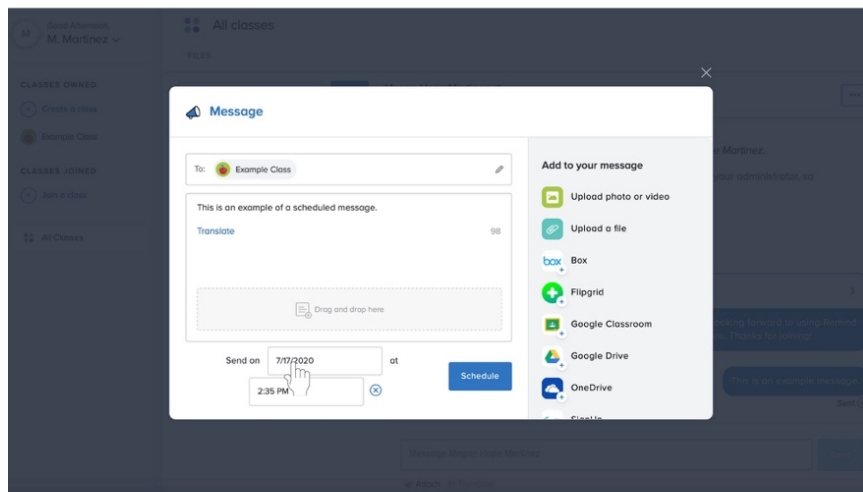
Scheduling a message to everyone in the class

At this time, Remind only allows scheduled messages to be sent to everyone in the class.

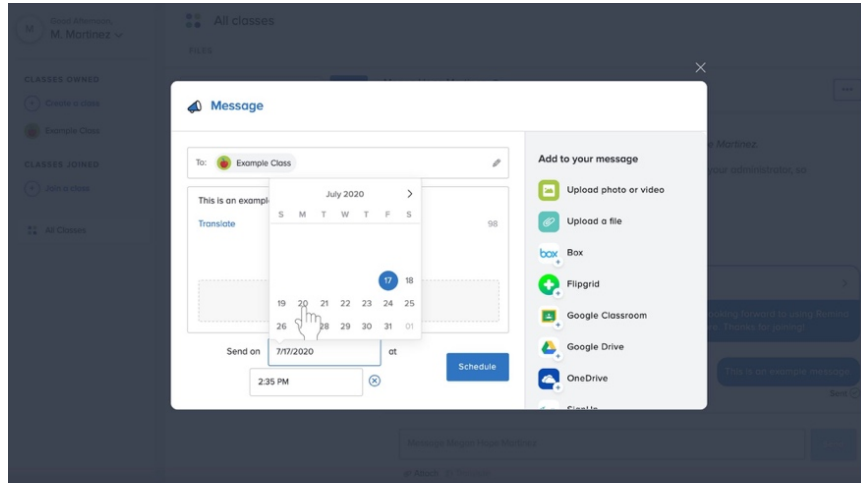
1. Follow **steps 1-3** for **Messaging everyone in the class** beginning on **page 27**.
2. At the bottom of the box, click on the blue outlined **Schedule** button to the left of the **Send** button.



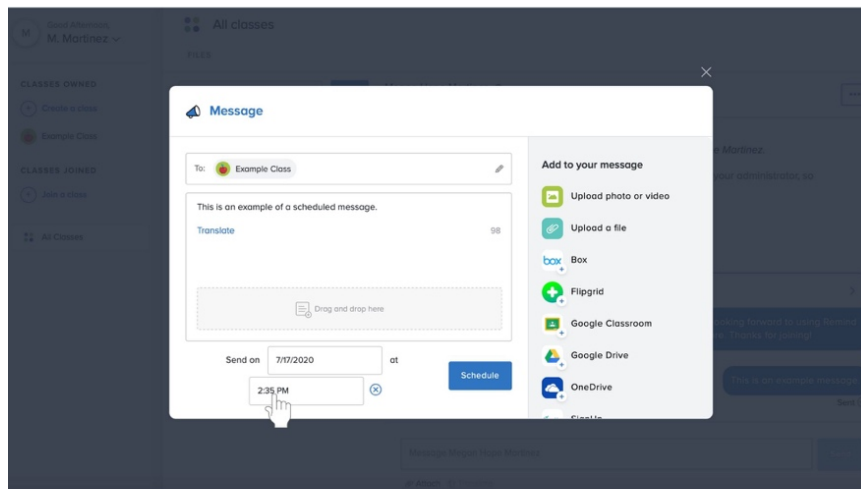
3. Click on the date.



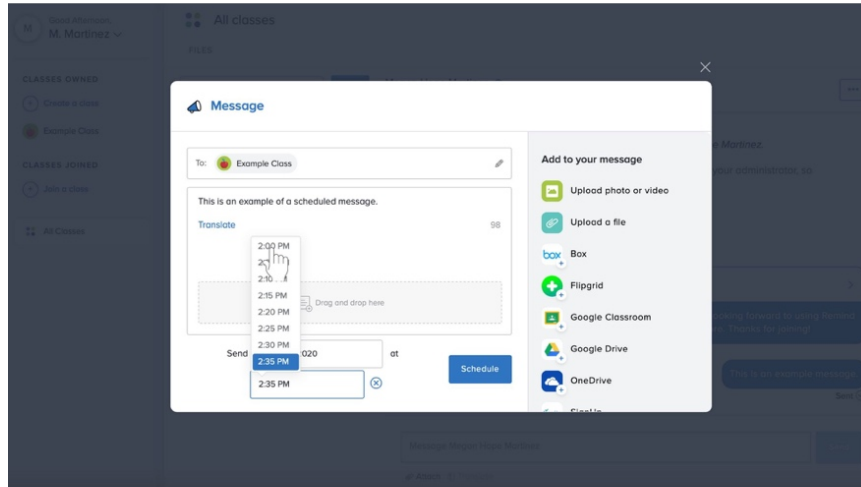
4. A calendar will appear. Select a new date.



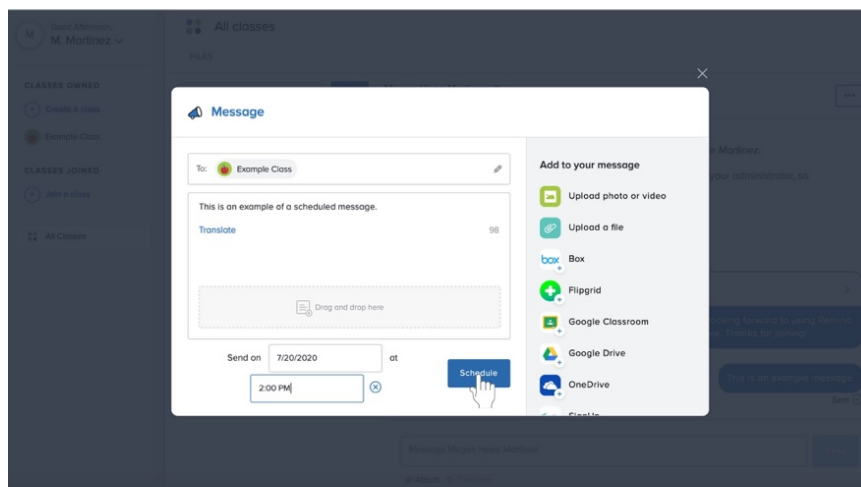
5. Click on the time.



6. A list of times will appear. Select a new time.

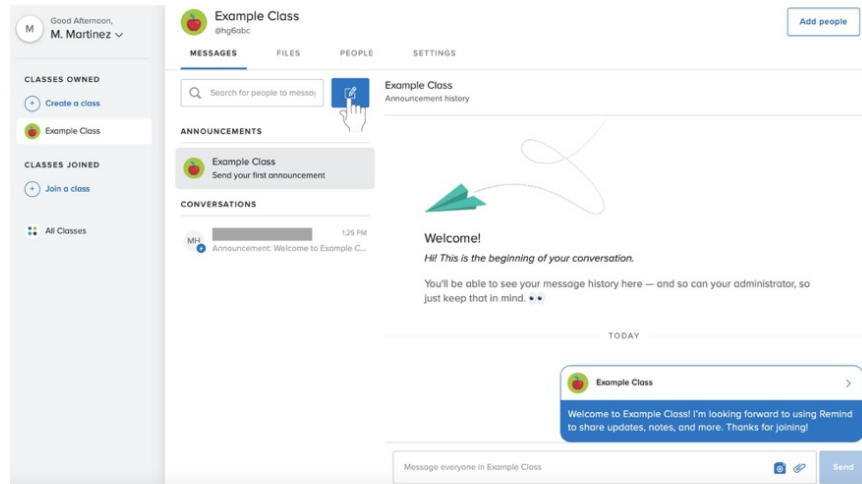


7. Click the blue **Schedule** button to the right of the scheduled date and time.

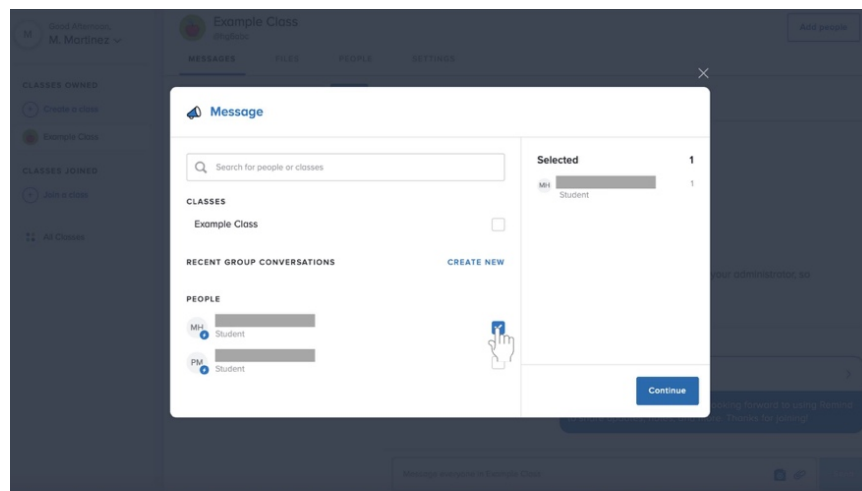


Messaging one person or a group in the class

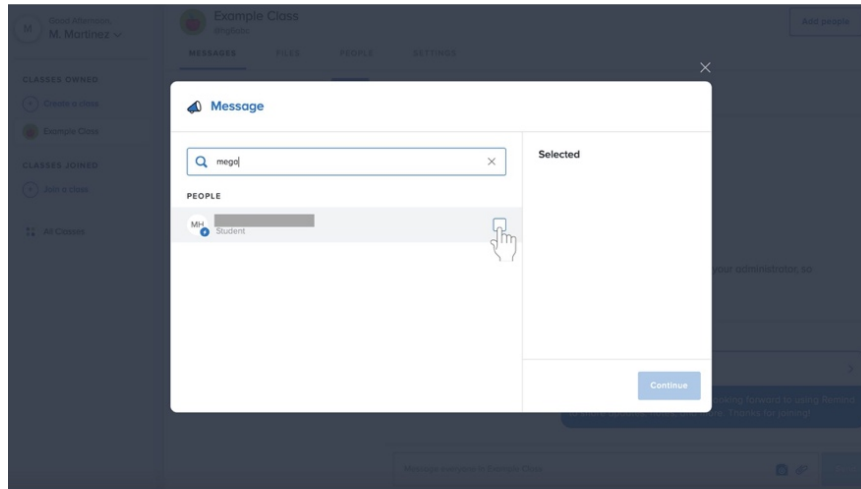
1. To the left of your announcement history, click on the blue **Compose** button with the pencil and paper icon.



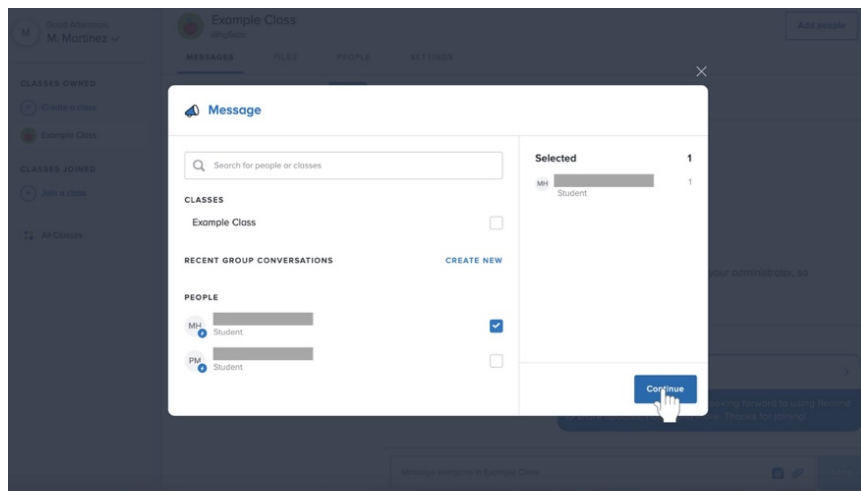
2. To add a disciple to the message, do one of the following:
 - a. List
 - i. Scroll through the list labeled **People**.
 - ii. Click on the checkbox next to the name of the person you wish to add to the message.



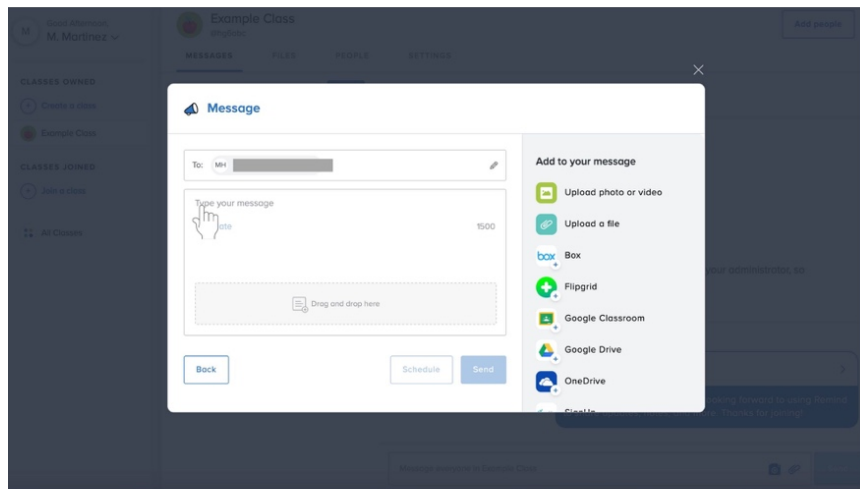
- b. Search bar
 - i. Click in the search bar at the top of the box.
 - ii. Begin typing in a name.
 - iii. Once that person's name appears, click on the checkbox to the right of their name.



- c. Repeat one or both of these processes to add more disciples if desired.
3. Click the blue **Continue** button at the bottom left of the box.



4. Click in the large text box labeled **Type your message** to write your message. **Any contact between catechists and those participating in parish catechetical programs should always be professional and appropriate.**



5. Click the blue **Send** button below the message to the left.

