



# Setting up Email and SMS for Messaging Control

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### Introduction

For better communications between your caregivers, and students or Group processing - to be able to communication via email (one way) or SMS (one or two ways)

To set up families for Emailing and SMS **before** the Freedom model starts.

Note: Until the Freedom model starts you will only be able to send out one SMS – usually to the father – see further instructions below:

## How Emailing and SMS will work:

Example: Both parents are together – both domicile

This screenshot shows the 'Family' tab for a student with ID #2. The student's details are: ARMSTRONG K, Regn: 2, Gender: M, Birth Date: 09/11/1992, Age Today: 24.10. The family key is ARMST01. Two parents are listed: Greg Armstrong (Father) and Nicky Armstrong (Mother). Both are marked as 'Domicile' and have their contact information (Email, Bus. Ph, Mobile, Home, Emerg, Fax) entered. The interface includes various navigation tabs (Care Givers, Address, Family Misc., etc.) and a bottom toolbar with buttons like 'Save', 'Clear All', and 'Exit View'.

This screenshot shows the 'Postal Details' tab for the same student. It displays correspondence and residential information. The address is 77 Bowen Street, VIC 2000. The 'Owner' is set to 'Both Parents' and the 'Contact (Email) Option' is set to 'All Domicile'. Two red callout boxes provide annotations: one pointing to the 'Owner' dropdown with the text 'SMS will be sent the the Father', and another pointing to the 'Contact (Email) Option' dropdown with the text 'Both parents will receive an email'. The interface also includes a 'Parse Address' button and a bottom toolbar.

Identity Management

Code: ARMST01

Member#: 402

Details | Security | Utilities | Active Directory

Surname: Armstrong (Father) Known As: Greg

Givenname: Greg

Middlename:

Home Phone: 9480 1901 Bus Phone:

Fax: Mobile: 041222232

Email: father@pcschool.net,mother@pcschool.net

Contact Order:

Business Name: Both Parents

Web page:

Student  
 Caregiver  
 Staff  
 Alumni  
 Foundation  
 Creditor  
Library  
hop

Name Search S Clear Save Save and Retain

**Callouts:**  
- This shows who the 'Owner' is (points to Business Name)  
- Both parents will receive an email (points to Contact Order)  
- This is the Fathers mobile (points to Mobile)

**Example: You have not selected who gets email, SMS (Undefined):**

Student ID#=119

Student Key: BENWELL T Regn: 119 Gender: F

Pref. Surname: Benwell Given: Taylor Middle:

Legal Surname: Benwell Pref. Giv: Taylor Photo: Allow to publish

Current Year: 9 Birth Date: 03/04/1997 Age Today: 20.05 Age As at: 31/12/2017 20.08

1 Care Givers | 2 Address | 3 Family Misc. | 4 Enrolment | 5 Scholastic | 6 Personal | 7 Medical | 8 Med History | 9 Comments | 0 Misc.

Family Key: BENWED01

**Father:** Given Name: Daniel Title: Mr Surname: Benwell (Father) Phones: Home: 9486 6770 Silent: Publish

Status:  Domicile Email: father@pcschool.net Bus. Ph: Mobile: No Mobile No. Assoc: Silent

**Mother:** Given Name: Sally Title: Mrs Surname: Benwell (mother) Phones: Home: 9486 6770 Silent: Publish

Status:  Domicile EMail: No email address for mother Bus. Ph: Mobile: 0479 786 898 Assoc: Silent

**Guardian- Home Stay:** Home: Silent: Publish

Status:  Domicile EMail: Bus. Ph: Mobile: Assoc: Silent

**Other:** Home: Silent: Publish

Status:  Domicile EMail: Bus. Ph: Mobile: Assoc: Silent

Restrict by Year: All Current Stuk Restrict by Campus: All Link to New Family L Save F2 Save Retain Clear All F5 Exit View

**Callouts:**  
- No Mobile No. (points to Mobile field for Father)  
- No email address for mother (points to EMail field for Mother)

Student ID#=119

Student Key: BENWELL T    Regn: 119    Gender: F

Prof. Surname: Benwell    Given: Taylor    Middle:

Legal Surname: Benwell    Prof.Giv: Taylor    Photo: Allow to publish

Current Year: 9    Birth Date: 03/04/1997    Age Today: 20.05    Age As at: 31/12/2017    20.08

1 Care Givers    2 Address    3 Family Misc..    4 Enrolment    5 Scholastic    6 Personal    7 Medical    8 Med History    9 Comments    0 Misc.

Correspondence    Account    Other    Alt Address 1    Alt Address 2    DETYA/GEocode    Parse Log

**Postal Details**    Set to Account Address    **Residential Detail:**    Set to Postal

Title: Mr D and Mrs S Benwell (Both Parents) Undefined    Privacy Request: Publish

Address: PO Box 678    716 Tandarra Road

Town: ELSEWHERE    ELSEWHERE

State: NSW    Code: 2000    Code:    Res Ph: 9486 6770

Country:    Last Update: 29/09/2017    Regional Sort Code: 2731

Owner: <Undefined>     Use for alternate account    Contact (Email) Option: Not defined

DPID:    BSP:    Parse Address

Identity Management

Code: BENWE01

Member#: 410

Details    Security    Utilities    Active Directory

Surname: Benwell (Father)    Known As

Givenname: Daniel

Middlename:

Home Phone: 9486 6770    Bus Phone:

Fax:    Mobile:

Email: father@pcschool.net

Contact Order:

Business Name: Mr D and Mrs S Benwell (Both Parents) Undefined

Webpage:

Dob:

UDID:

- Student
- Caregiver
- Staff
- Alumni
- Foundation
- Creditor
- Library
- Shop

**Example: Spilt family – the Mother will only receive Emails and SMS**

Student Key: ALLAN I    Regn: 1    Gender: F

Pref. Surname: Allan    Given: Ima    Middle: Middle

Legal Surname: Allan    Pref. Giv: Imogen    Photo: Do not publish

Current Year: 11    Birth Date: 03/12/1991    Age Today: 25.09    Age As at: 31/12/2017    26.00

1 Care Givers | 2 Address | 3 Family Misc.. | 4 Enrolment | 5 Scholastic | 6 Personal | 7 Medical | 8 Med History | 9 Comments | 0 Misc.

Family Key: ALLAN01

**Father:**  Single Parent    Given Name: Geoff    Title: Mr    Surname: Allan (Father)    Home: 49999999    Silent: Publish

Status:  Domicile    Email: father@pcschool.net    Bus. Ph: 49888888    Mobile: 0419 360 569    Assoc:

Father    Emerg: Mrs Maloney (neighbour)    Emerg Ph: 7545200    Fax:    Silent:

**Mother:**  Single Parent    Given Name: Diane    Title: Mrs    Surname: Allan (Mother)    Home: 49999999    Silent: Publish

Status:  Domicile    Email: mother@pcschool.net    Bus. Ph:    Mobile: 0422 222 222    Assoc:

Mother    Emerg: Helen Keen (Sister)    Emerg Ph: 5522744    Fax:    Silent:

**Guardian- Home Stay:**    Home:    Silent: Publish

Status:  Domicile    Email:    Bus. Ph:    Mobile:    Assoc:

Partner:    Fax:    Silent:

**Other:**  Domicile    Given Name: grandma    Title: M    Surname: Smith    Home:    Silent: Publish

Status    Email: grandma@pcschool.net    Bus. Ph: 07 49 39 3368    Mobile: 0444 444 444    Assoc:

Grand Parent    Partner: Brendan (Grandfather)    Relation: Grandparent    Fax:    Silent:

Student Key: ALLAN I    Regn: 1    Gender: F

Pref. Surname: Allan    Given: Ima    Middle: Middle

Legal Surname: Allan    Pref. Giv: Imogen    Photo: Do not publish

Current Year: 11    Birth Date: 03/12/1991    Age Today: 25.09    Age As at: 31/12/2017    26.00

1 Care Givers | 2 Address | 3 Family Misc.. | 4 Enrolment | 5 Scholastic | 6 Personal | 7 Medical | 8 Med History | 9 Comments | 0 Misc.

Correspondence | Account | Other | Alt Address 1 | Alt Address 2 | DETYA/GEocode | Parse Log

**Postal Details**    Set to Account Address    **Residential Detail:**    Set to Postal

Title: Mother Allan    Privacy Request: Publish

Address: PO Box 1196    48 Rockhampton Road

Town: ELSEWHERE    Yeppoon

State: NSW    Code: 2000    Code: 4703    Res Ph: 07 4939 9559

Country:    Last Update: 02/10/2017    Regional Sort Code: 2731

Owner: Mother Only     Use for alternate account    Contact (Email) Option: Mother

DPID:    BSP:    Parse Address

Code: ALLAN01

Member#: 400

Details | Security | Utilities | Active Directory

Surname: Allan (Mother) Known As: Diane

Givenname: Diane

Middlename:

Home Phone: 49999999 Bus Phone:

Fax: Mobile: 0422 222 222

Email: mother@pcschool.net

Contact Order:

Business Name: Mother Allan

Webpage:

Dob:

UDID:

Student

Caregiver

Staff

Alumni

Foundation

Creditor

Library

Shop

Mother is the owner

All emails and SMS are going to go to the Mother only

**Example: Student Email & SMS**

Code: ALLAN L

Member#: 109

Details | Security | Utilities | Active Directory

Surname: Allan Known As: Larney

Givenname: Larry

Middlename:

Home Phone: 49999999 Bus Phone:

Fax: Mobile: 0440 555 666

Email: support@pcschool.net

Email Personal: allanL@pcschool.net

Contact Order:

Business Name:

Webpage:

Dob: 12/07/1995

UDID:

Student

Caregiver

Staff

Alumni

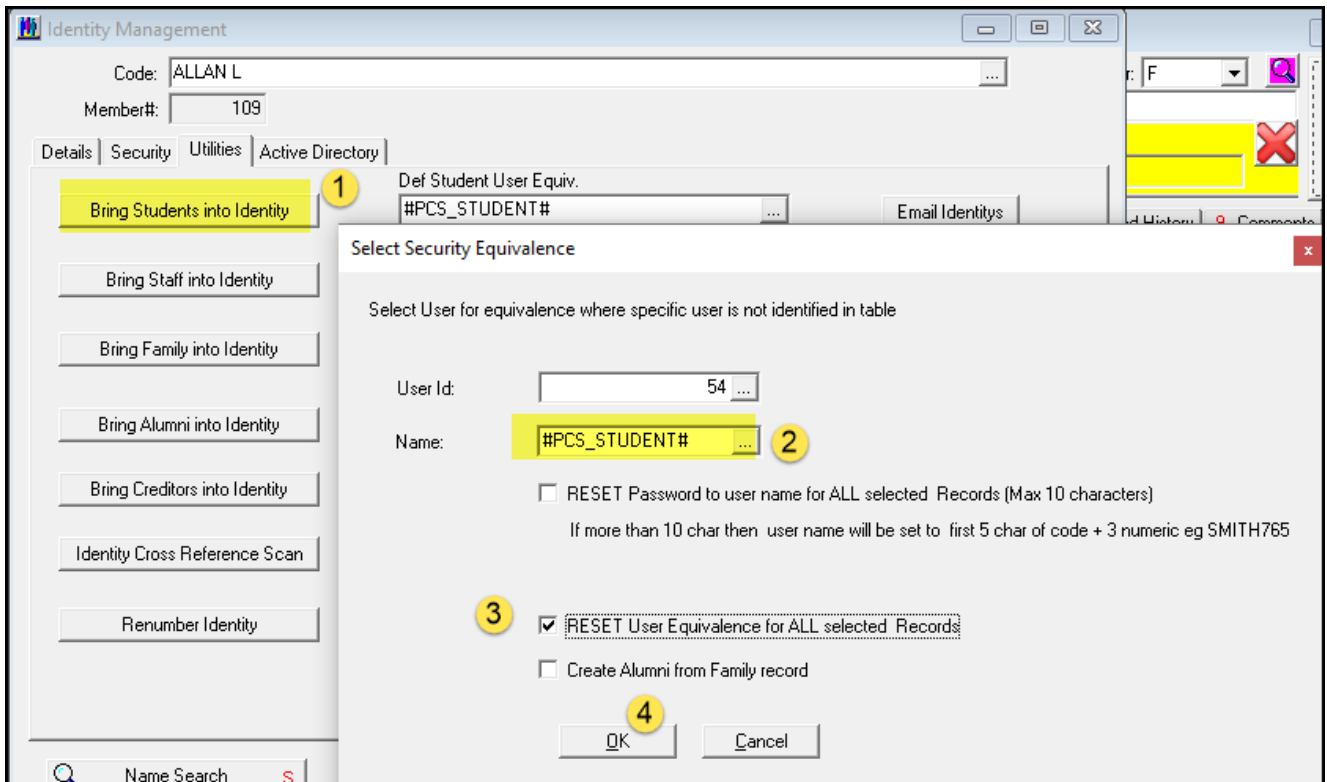
Foundation

Creditor

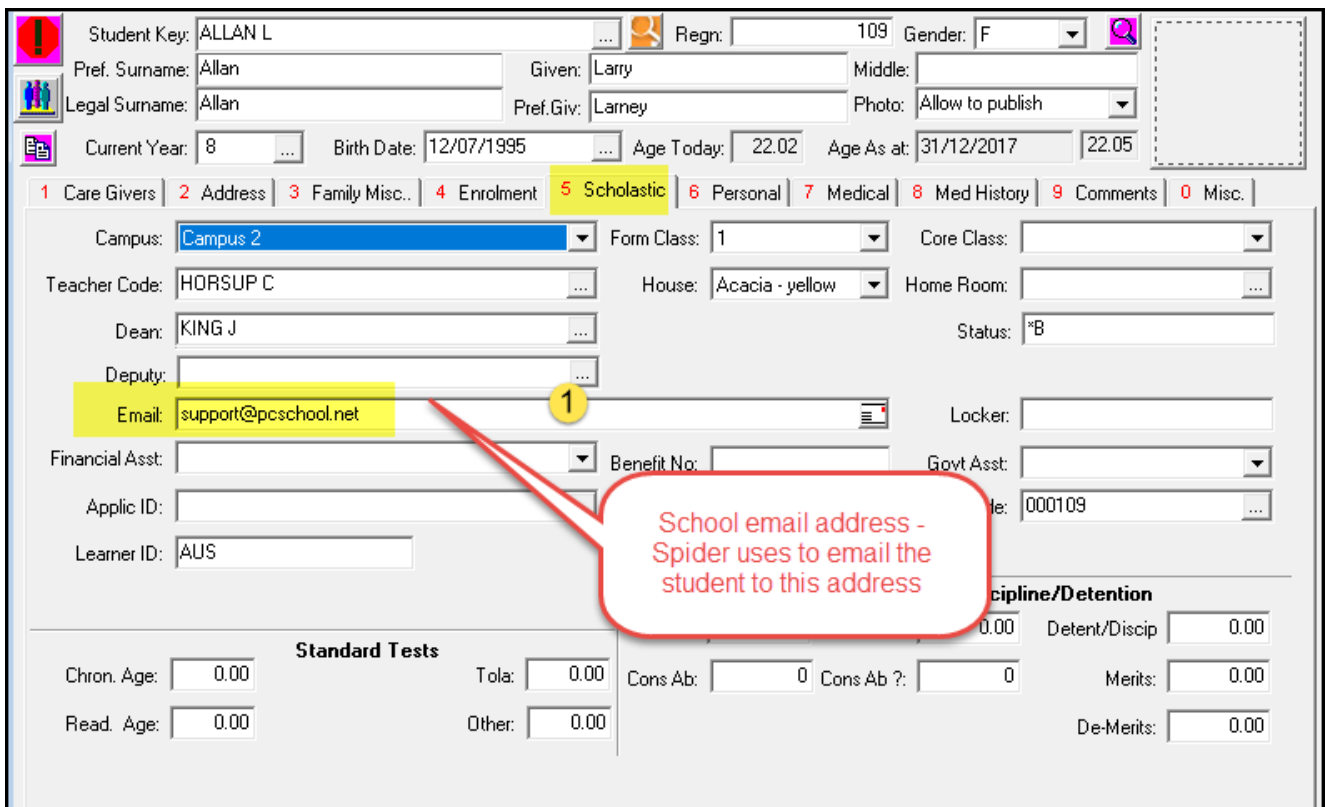
Library

Shop

Note: If you are missing your email addresses  
Run Utilities > Identity for the students



1. [Bring Students into Identity]
2. Select your security user equivalence rights that you use e.g. [PCS Students]
3. Select [Reset User Equivalence]



Window Title: ID#= 109 Family NO CONTACT WITH DAD

Student Key: ALLAN L    Regn: 109    Gender: F

Pref. Surname: Allan    Given: Larry    Middle:

Legal Surname: Allan

Current Year: 8

**ALERTS EXIST**  
Family NO CONTACT WITH DAD

1 Care Givers | 2 Address | 3 Family Misc.. | 4 Enrolment | 5 Scholastic | **6 Personal** | 7 Medical | 8 Med History | 9 Comments | 0 Misc.

Mobile Phone: 0440 555 666

**Email Personal:** allanL@pcschool.net **2**

Birth Place: AUS

Pos'n in Family:

Religion: CHR

Parish:

Sacraments:

Minister:

Off computer file exists

**Special Needs**    Overall Level:    Category: ALL

Type	Desc	Le...	Cat...	Fund Elig	A...	A...	M...	Co...	Last S
		Suppc		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special Need Details

Buttons: Clear, Save, Delete



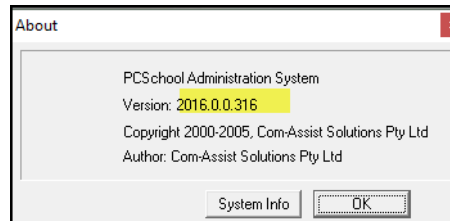
## Step 1: Take the latest followup

You will need to be on Scholastics Version 2016.0.0.593 or higher

Please [click this link to download the latest followup](#) – and followup instructions of how to install

## Step 2: Log into PCSchool Backoffice > Debtors

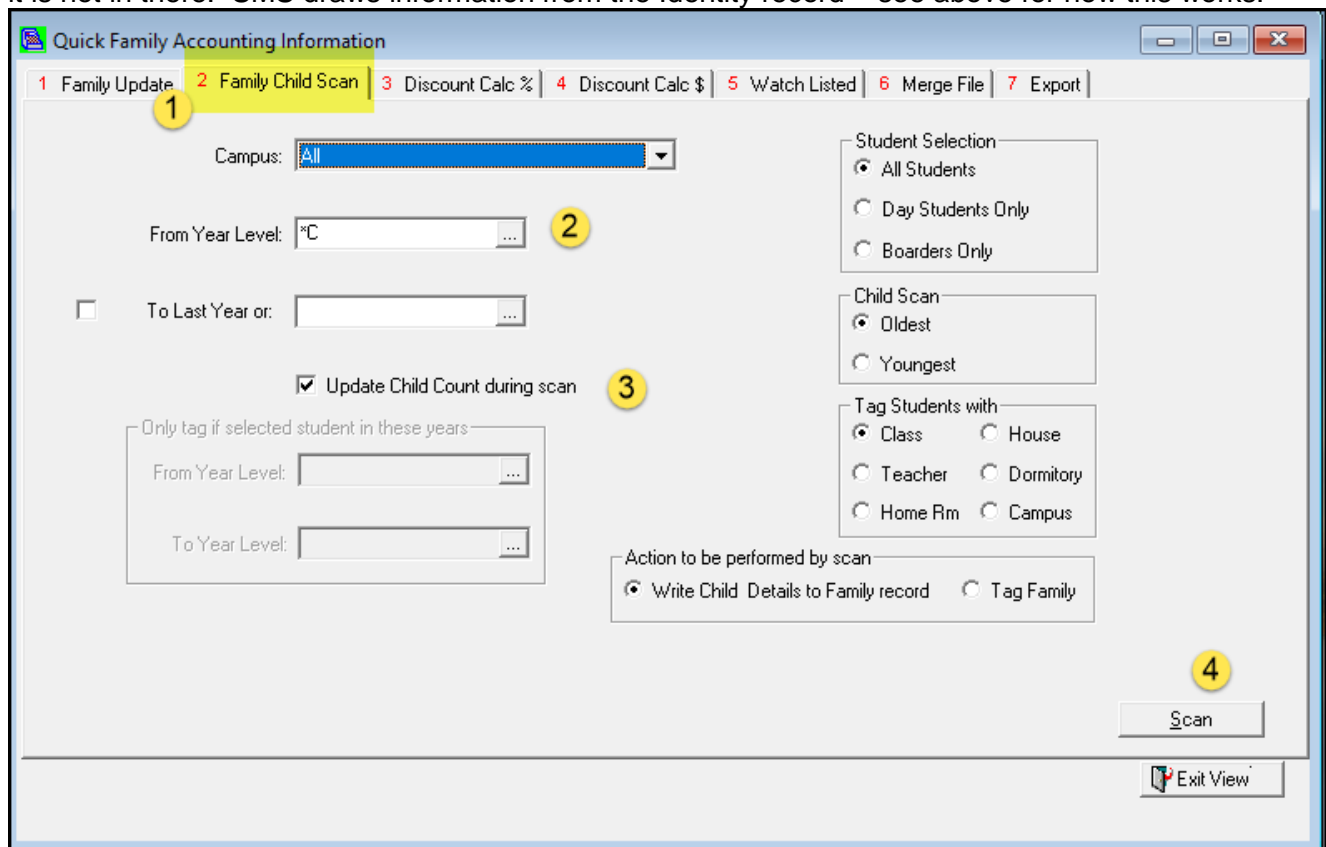
Check under Help > About >



And make sure you are on this version or higher.

## Step 3: Select Debtors > Quick Family Accounting Adjustments

This updates the identity record to add both email addresses and to transfer the mobile/cell number if it is not in there. SMS draws information from the Identity record – see above for how this works.



1. Select Tab #2 Family Child Scan
2. Select \*C
3. Select [Update Child Count during scan and all the other settings should be as per screen shot
4. [Scan]

This will update your families to read the correct email and SMS number as explained below.