

Directions: Share this Google Sheet with your campus ParentSquare Team | Check off items in each section as you go!



Teacher Checklist | Quick Start Guide for ParentSquare

If you only have 10 minutes...start here!

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Register your ParentSquare account at parentsquare.com/signin using your staff email address or click on the link in your invitation email.

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Send a **[welcome message post to your class](#)** and view **[your post's delivery stats](#)** to see who is receiving your communication along with who is viewing the message. (Your class will automatically be created at the start of school.)

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Send a **[direct message to a parent](#)**.

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Review the best practice help article: **[When to Use a Post or a DM](#)**.

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[Set up your Virtual Phone](#). (If it's available in your school/district).

Next Steps: [Customize Your Account](#)