



# IMPORTANT INFORMATION FOR PARENTS

Bruce-Grey Catholic DSB is launching the **SchoolMessenger Communicate** platform to send automated phone calls and emails to parents. The system will be used for emergencies, school updates, newsletters, and Board-wide events. Your account is a free and easy way to keep connected.

**As a parent/guardian, you are already set up to receive messages by phone or email. However, we need you to complete a few easy steps to customize your notifications:**

## 1. Create your SchoolMessenger account

Please note that you can create a School Messenger account from either your desktop/laptop computer or your phone, but we recommend doing your initial account set-up on a desktop or laptop computer to avoid common issues.

Go to <https://go.schoolmessenger.ca>

Click on “Sign Up” in the top right corner.

Create a password

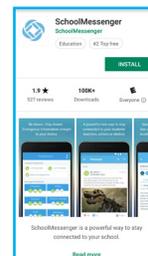
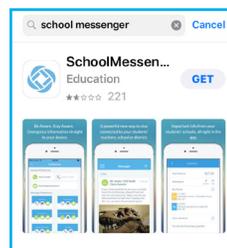
**When signing up, you must use the same email address that you provided to your child’s school at the time of registration.**

The first time you log into your School Messenger account, you will be able to **set your preferences** - grant permission to receive non-emergency calls for each phone number associated with your account. You may choose yes or not for each number.

**If you need help setting up your account, or to change your contact information, please contact the school directly.**



**2. Download the free SchoolMessenger App** available for both iOS and Android based phones which enables you to receive notifications of school messages. Download the App, set your notification preferences, and move the App to your phone’s home screen for easy access!



## Opt-In for Text Messaging

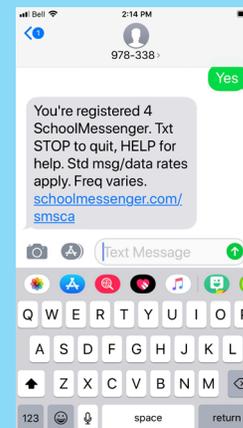
In order to participate in this new service you must indicate your willingness to receive text messages to your phone. The process is simple and only takes a few seconds to complete.

Simply text any one of the following words to the number 978338: “Y” or “yes”

You’ll know you were successful if you receive this reply message:

You’ll want to repeat the opt-in process for any wireless numbers that you wish to include.

In addition to performing the opt-in process above you’ll want to insure that the school has your wireless number(s) in our student information database. If you haven’t already provided that information to your school please contact them and provide them with that information.



**IMPORTANT:** The “text” feature will be turned on for the entire board at the same time. When this happens you will receive a one-time opt-in message from the Bruce-Grey Catholic District School Board if you have not already opted in to receive text messages.

## Need more information?

Visit our website for more ‘How-To’s’ and answers to Frequently Asked Questions

[www.bgcdsb.org/Communicate](http://www.bgcdsb.org/Communicate)

