

Schedule360 Captivate Training Messaging

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To send a message to staff via the message board, text message, and email select Messaging from the Admin tab.



Select the audience to define which group of staff you would like to send your message to



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Enter your message		





Then select who you would like to send the message to

You can send the message out to staff who are scheduled to work on a specific day, all staff who are part of your audience selection from step one, or to a specific scheduling type

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Then use the checkboxes to define how you would like to send the message.



Click Send Message



The message has been sent

