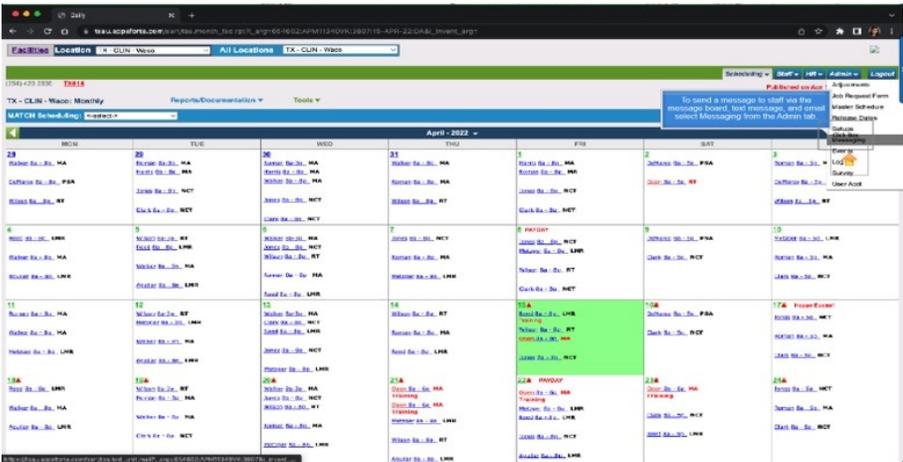
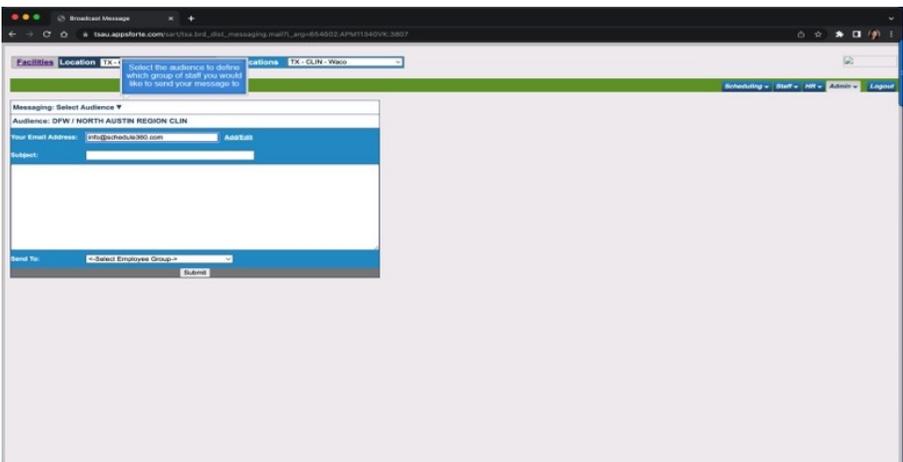


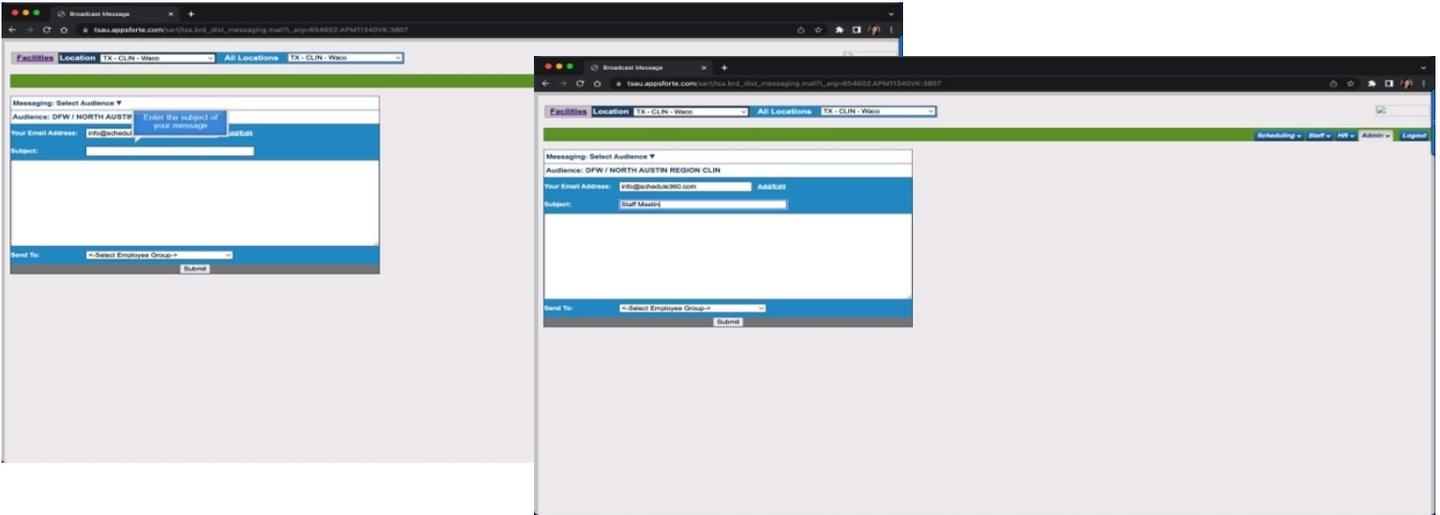
Schedule360 Captivate Training

Messaging

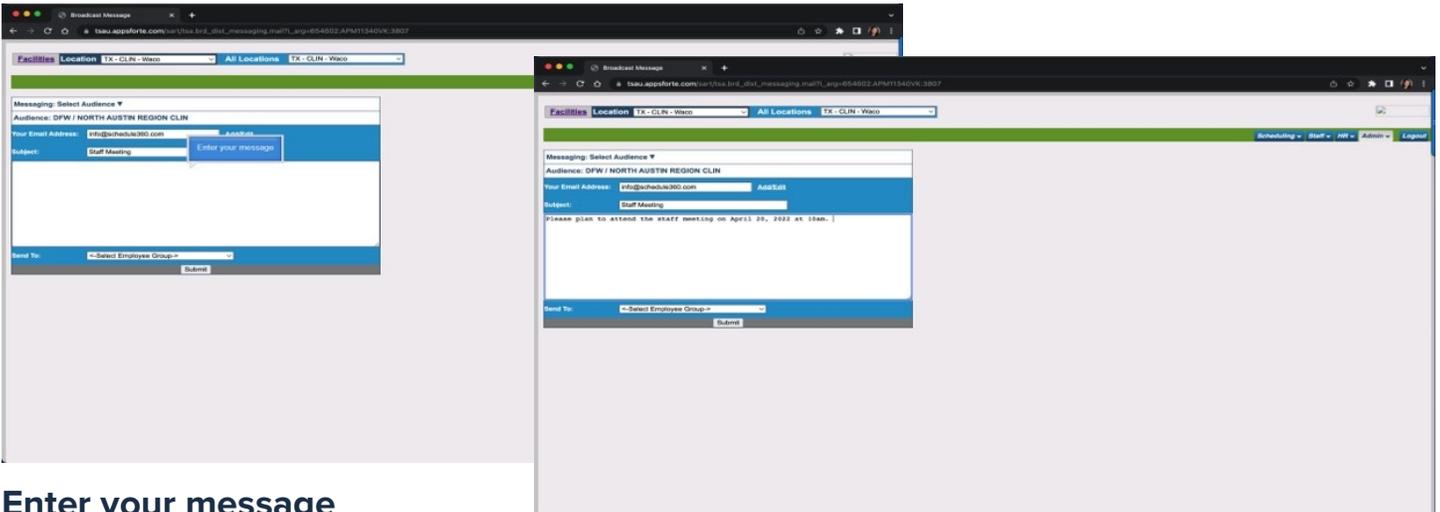


To send a message to staff via the message board, text message, and email select Messaging from the Admin tab.

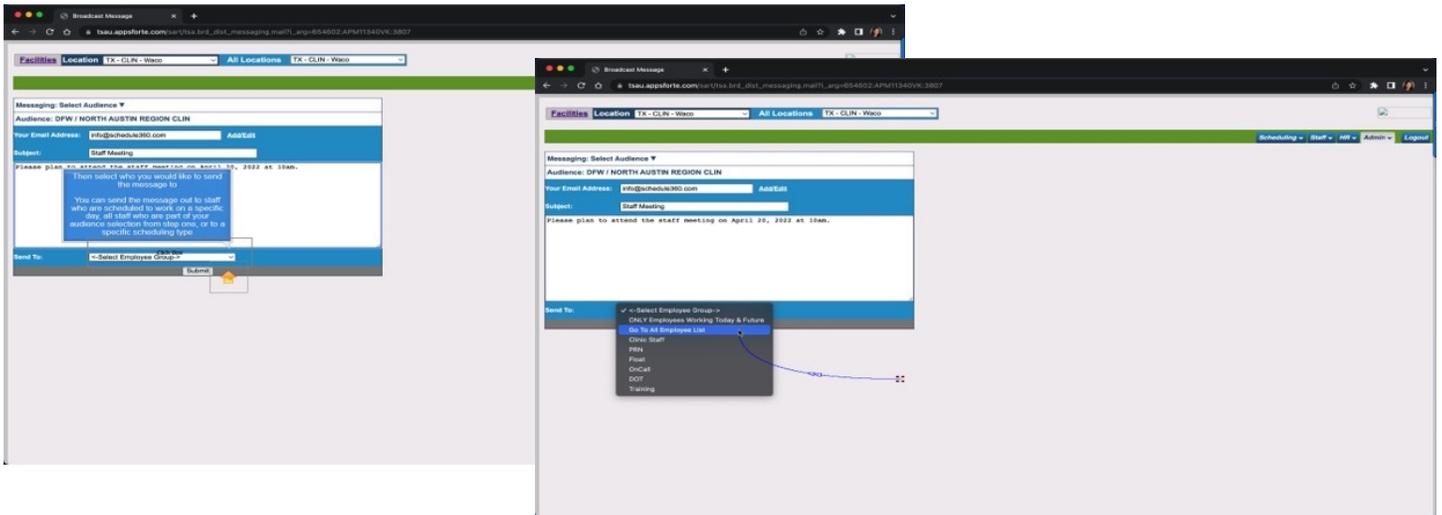




Enter the subject of your message

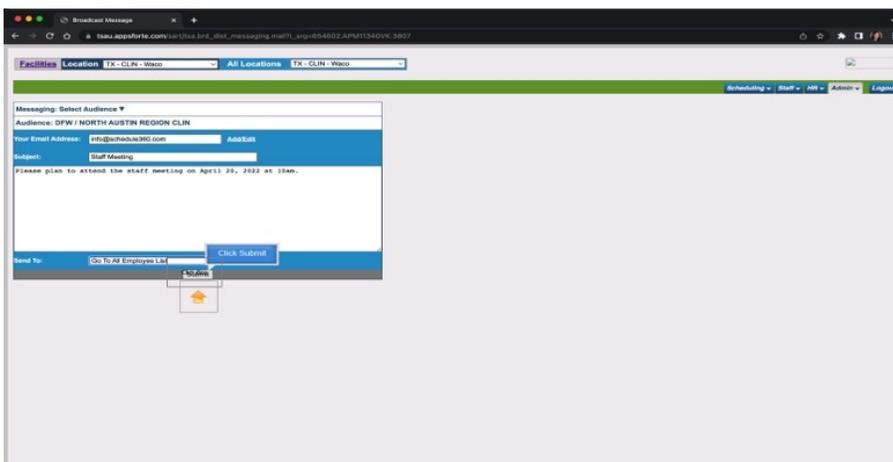


Enter your message

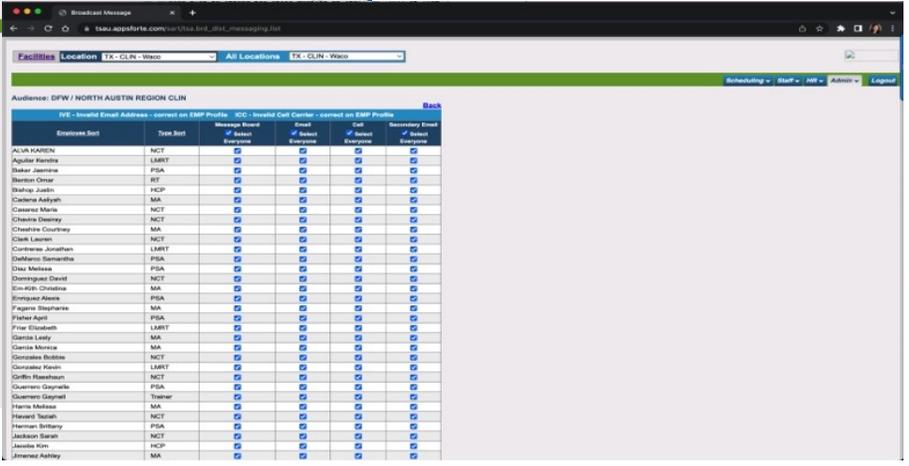
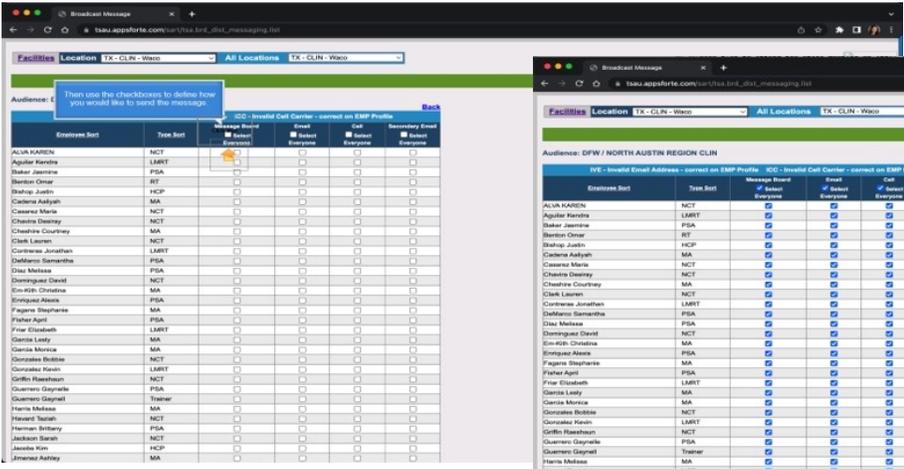


Then select who you would like to send the message to

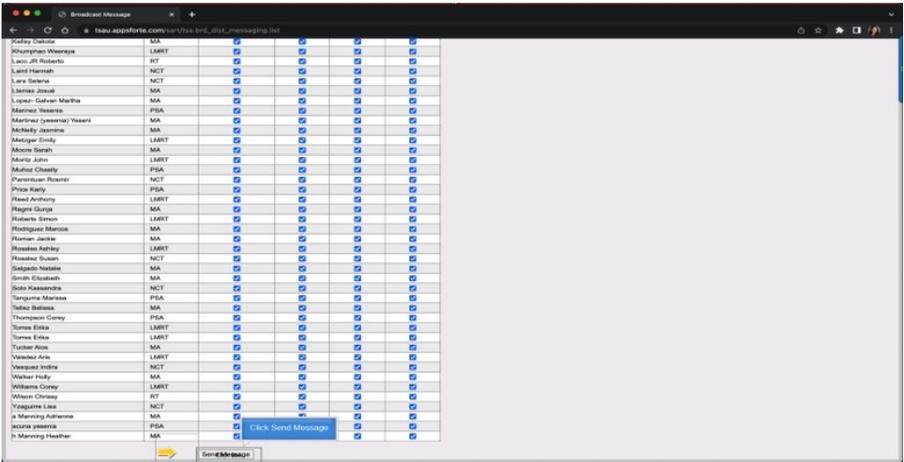
You can send the message out to staff who are scheduled to work on a specific day, all staff who are part of your audience selection from step one, or to a specific scheduling type



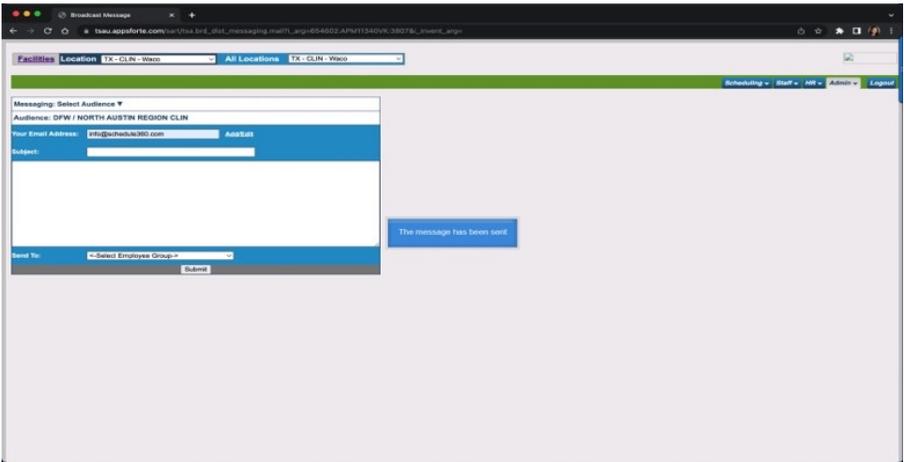
Then click submit



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



Click Send Message



The message has been sent

