

# Too Many Posts? Set Email, Text and App Notifications to Daily Digest

6 months ago Updated

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## Who can use this?

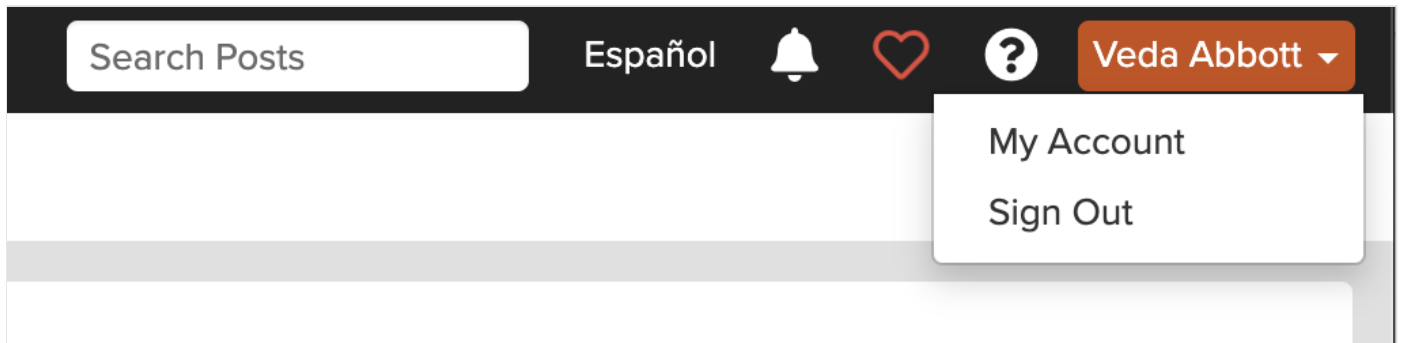
Admin, Teachers, Group Owners, Room Parents & anybody with individual permission to post

Dear Parents and Guardians,

Are you overwhelmed with the number of emails, texts and app notifications you are getting from ParentSquare? Set your notifications to Digest and you will receive one email and/or one text and/or one app notification providing access to all ParentSquare information at the end of the day.

## Set Your Notification Method

1. Go to [www.parentsquare.com](http://www.parentsquare.com) and log in.
2. Click the drop-down arrow next to your name in the upper right.
3. Select **My Account**.



4. Click **Notification Settings**.
5. Select **Off**, **Instant** or **Digest** for each type of notification (Email, Text, App), and for each school or district if there is more than one.

ParentSquare Home Add-ons Search Posts Español Veda Abbott

### My Account

- Account
- Edit Account
- Remove Account

SETTINGS

- Notification Settings
- Language Settings English
- Office Hours Enabled

ACTIVITY

- Posts
- Archived Posts
- Scheduled & Draft Posts
- Sign Ups
- RSVPs
- Forms
- Payments
- Groups
- Background Check
- Volunteer Hours

#### Notification Settings: Veda Abbott

**URGENT SMART ALERTS & NOTICES** 🔔  On  
*Sent to all emails and phones and cannot be disabled*

**GENERAL ANNOUNCEMENTS & MESSAGES** 🔔  Off  Instant  Digest  
*Notification frequency applies to posts only*

**SCHOOL ALERTS** 🔔  On

|   | Email  | Text   | App  |  |
|---|--|--|--|--|
| <b>Rincon Point School</b><br>parent-cs@ps.com (Staff)<br>452-555-2929            | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input checked="" type="checkbox"/> On |
| <b>Lincoln Elementary School</b><br>parent-cs@ps.com<br>452-555-2929              | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input checked="" type="checkbox"/> On |
| <b>Seven Falls School District</b><br>parent-cs@ps.com (Staff)<br>452-555-2929    | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input checked="" type="checkbox"/> On |
| <b>Lincoln Unified School District - Demo</b><br>parent-cs@ps.com<br>452-555-2929 | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input type="checkbox"/> Off <input type="checkbox"/> Instant <input checked="" type="checkbox"/> Digest | <input checked="" type="checkbox"/> On |

✕

6. Click the **X** in upper right to return to Home.