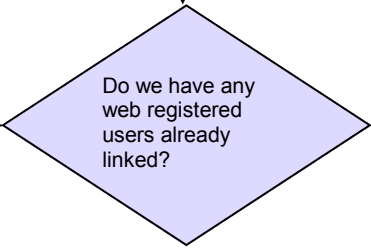


**Release Note 0602 v4
Appendix A**

We want to increase our registrations in Schoolcomms



YES

NO

Do we want to import any contact details from SIMS?

Are we going to invite users to register through the Schoolcomms web site?

NO

YES

NO

YES

Create security letters for new joiners
Ask support to reset security letters for students with no linked prime parents.

Contact details can be brought in for students that do not already have a prime parent linked, and for any school member not already linked.

1. Run a member import
2. Delete leavers
3. Opt out any contacts who do not want e-comms.
4. Go to Import Contacts screen

Create security letters and distribute them.
Encourage registration in letters and at meetings.

1. Run a member import
2. Delete leavers
3. Check the report of non prime parents. Change to prime status if appropriate.
4. Opt out any contacts who do not want e-comms.
5. Review the report of students with no prime contacts
6. Go to Import Contacts screen

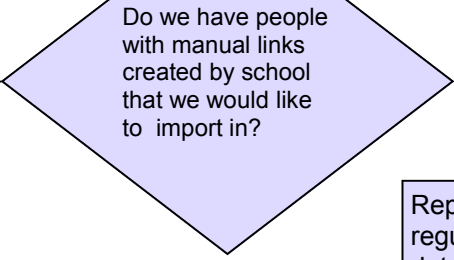
Choose recipient groups:
Students
Students' family contacts
Teachers and support staff

Choose contact method:
Email and/or SMS

Choose whether to send notification emails and/or SMS.
Your contacts must be aware of the purposes that their data will be used for and how to opt out.
We recommend that you send notifications.

Import Contact Details from SIMS

Start sending messages



YES

NO

Use the registered users report to identify the 'CreatedBySchool' linked users. (sort by column header 'username').

- Check that the user is a priority 1 parent in SIMS and that their contact details are in the correct fields.
- Check that the contact details tally with those in Schoolcomms.
- Check whether the student has another prime parent in Schoolcomms (if so, do not delete this link).

When you are sure, delete the link in Schoolcomms.
Then re-run the contacts import from SIMS. (It may be appropriate here to disable the notifications as the contact will have already had one when first linked)

Repeat the imports regularly to ensure details are kept up to date.