

1. Make sure that you are viewing the correct Class and click**Email/Text Class**.

Jackrabbit class			Class: Dance and Cheer				
Return	✓ Save Changes	* Delete					
Class Roll En	nroll Student Email/	Text Class	er Absences	Post Class Transactions	Edit Wait L	ist Copy Class	Mass Drop
Summary	Enroll List	Drop Lis	Absences	Makeups	Wait List	Instructors	Lesson Plan
	Cla	ass Name: Dance	and Cheer				
Location: Class only available to Students from same Location)							
		Status: Activ	• • ?	(If Active, will be billed	I during Post T	uition Fees) Per-	Day: No 🔻
		Meets: 🖉	Tue Wed Thu	Fri Sat Sun			

- 2. In the *Type* field, select **Text Message/Email**.
- 3. Type a message. Your message is limited to a maximum of 160 characters. As you type, Jackrabbit displays the remaining characters available.
- 4. Enter applicable Search Criteria.
- 5. Click **Preview List**.
- 6. Review your text details, Plivo account information and uncheck any names that you wish to omit from the send.
- 7. Click Send Text Message/Email.