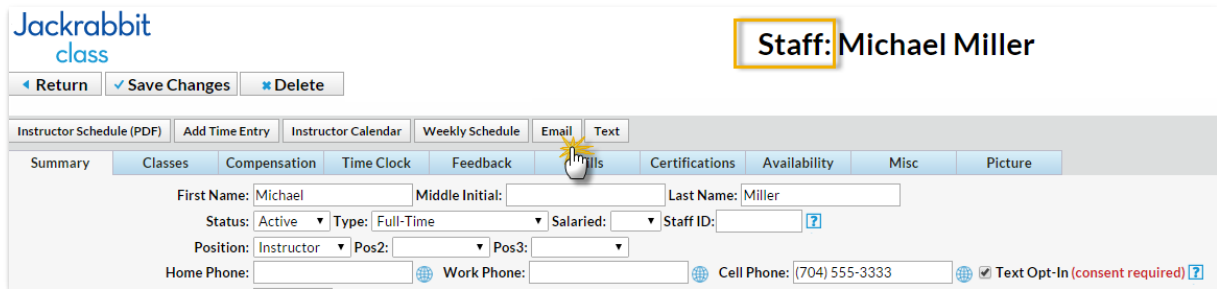


# Text an Individual Staff Member

Last Modified on 11/03/2020 12:31 am EST

1. Locate the staff member's information using the *Staff* menu.



Jackrabbit  
class

[Return](#) [Save Changes](#) [Delete](#)

Instructor Schedule (PDF) Add Time Entry Instructor Calendar Weekly Schedule Email **Text**

Summary Classes Compensation Time Clock Feedback **Staff** Certifications Availability Misc Picture

First Name: Michael Middle Initial: Last Name: Miller

Status: Active Type: Full-Time Salaried: Staff ID: [?](#)

Position: Instructor Pos2: Pos3:

Home Phone: Work Phone: Cell Phone: (704) 555-3333 ☒ Text Opt-In (consent required) [?](#)

2. Be sure the staff member is opted into texting.
3. Click the **Text** button.
4. In the *Send Text Messages* box, type the text and click **Send**.