Who Opted In?

Last Modified on 11/03/2020 12:33 am EST

To locate who has opted in to receive text messages use one of the following:

• From the *Families (menu)* • From the *Students (menu)*	1. Go to the one of the following: ◦ **Families** (menu) > **All Families**. ◦ **Students** (menu) > **All Students**. 2. Click the **Open filters** (icon) ⟨icon⟩ > **Communication Opt-Outs** > set opted-out from text messaging to **No**. 3. Click **Apply**. A list of the families that meet the criteria will populate in the grid.
• From the *Staff (menu) > Search* • From the *Contact Listing Report (Reports menu > Find Reports > Search Contact Listing)*	Set the *Search Criteria* **Text Opt-In** in each of these reports to **Yes** to locate who has agreed to receive text messages. Set **Text Opt-In** to **No** to report on who has not agreed to receive text messages. This information is compiled using the *Text Opt-In* checkbox on each *Contact* page, *Student Summary* tab and *Staff Summary* tab.