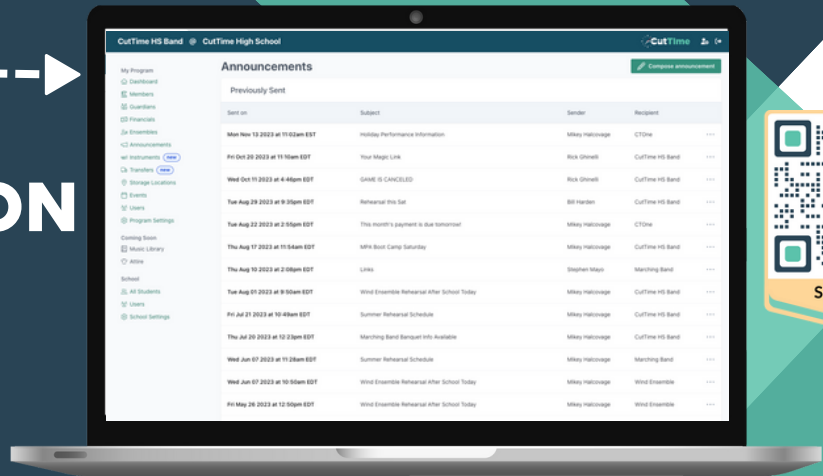# COMMUNICATION CHEAT SHEET

FOR NEW CUTTIME USERS

Communicating with your program members just got a whole lot simpler! Welcome to a more effective way to keep Students and Guardians informed about news, events, volunteer opportunities and more. Your members will receive notifications via SMS through their personalized and secure Magic Link.

ANNOUNCEMENTS

You can choose to send or schedule for future date

EVENTS

You can create a single, one-off event for unique occasions such as an audition, awards dinner, or championship as well as an 'event series' for recurring things like rehearsals, games, and concerts

CALENDARS

Events are grouped and associated by program and/or ensembles. Members are able to view all relevant events in their portal page and can subscribe to have them sync directly with their personal calendars

FORMATTING

You can apply bold and italics as well as bulleted options to your text. There are Heading and Paragraph styles available. Shorten URLs using TinyURL or Bit.ly

REMINDERS

Automatically sent to volunteers the night before

HELPFUL ARTICLES

Announcement Creation and Sending

Event and Event Series Creation

District and Public Calendaring

Individual Calendar Subscription & Syncing

Magic Link Best Practices

Volunteer Management in Events

Why SMS vs. Traditional Email

Documents & eSignatures

COMING SOON

Adding Attachments

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com