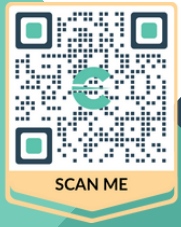
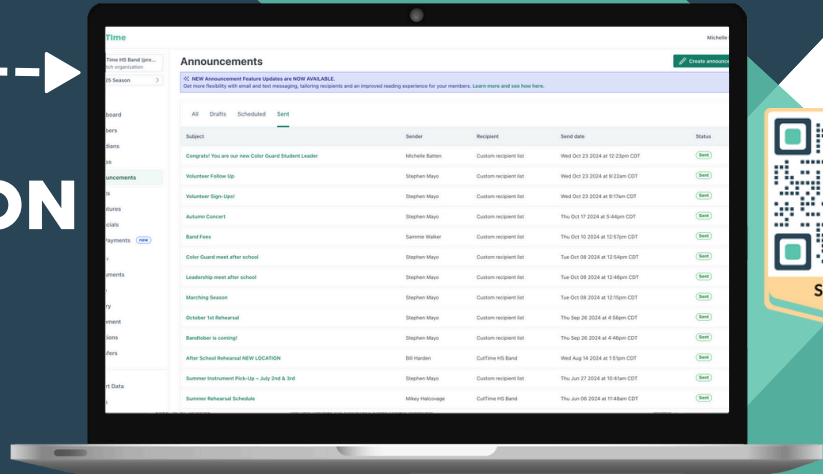




COMMUNICATION CHEAT SHEET FOR NEW CUTTIME USERS



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, balances and more. Your students and guardians receive notifications to view your messages via SMS or Email through their personalized and secure Magic Link. You can also copy fellow staff and other administrators on emails.

ANNOUNCEMENTS

Compose and send or schedule messages by date. You can format with bold, italics, bulleted options along with heading and paragraph styles. Choose from email or SMS methods and tailor recipients by Group, Filters, or Custom Individuals. Shorten URLs with our custom shortener. Auto save and return to drafts anytime!

EVENTS

Create single, one-off events 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. Add volunteer jobs to each.

CALENDARS

Events can be viewed in list and grid calendar formats. Members can view their events via a portal page, plus subscribe to 'sync' directly with their personal calendars. Promote events further via Public and District calendars.

REMINDERS

Automatically sent to volunteers the night before.

HELPFUL ARTICLES

[Announcement Creation and Sending](#)

[Event and Event Series Creation](#)

[District and Public Calendaring](#)

[Documents & eSignatures](#)

[Individual Calendar Subscription & Syncing](#)

[Magic Link Best Practices](#)

[SMS & Email Deliverability Tracking](#)

[Volunteer Management in Events](#)

COMING SOON

[Adding Attachments](#)

[CLICK HERE TO READ OUR BLOG](#)

Questions? Contact us at support@gocutttime.com