

COMMUNICATION CHEAT SHEET

FOR NEW CUTTIME USERS

Time					Michelle
time HS Band (pra ch organization	Announcements				/ Create announce
5 Season >	☆ NEW Announcement Feature Updates are NOW AVALABLE. Get more flexibility with email and text messaging, tailoring recipients and an	improved reading experience for your mem	bers. Learn more and see how he	re.	
pard	All Drafts Scheduled Sent				
n	Subject	Sender	Recipient	Send date	Status
ans L	Congrats! You are our new Color Guard Student Leader	Michelle Batten	Custom recipient list	Wed Oct 23 2024 at 12 23pm CDT	(Seet)
coments	Volunteer Follow Up	Stephen Mayo	Custom recipient list	Wed Oct 23 2024 at 9:22am CD7	Best
ures ials nyments (new)	Volunteer Sign-Upst	Stephen Mayo	Custom recipient list	Wed Oct 23 2024 at \$17am CDT	Best
	Autumn Concert	Stephen Mayo	Custom recipient list	Thu Oct 17 2024 at 5:44pm CD7	Seet
	Band Fees	Sammie Walker	Custom recipient list	Thu Oct 10 2024 at 12:57pm CDT	(Seet)
	Color Guard meet after school	Stephen Mayo	Custom recipient list	Tue Oct 08 2024 at 12:54pm CDT	Best
y y ment lens	Leadership meet after school	Stephen Mayo	Custom recipient list	Toe Oct 08 2024 at 12:46pm CDT	(Seet)
	Marching Season	Stephen Mayo	Custom recipient list	Tee Oct 08 2024 at 1215pm CDT	Seet
	October 1st Rehearsal	Stephen Mayo	Custom recipient list	Thu Sep 26 2024 at 4 56pm CDT	(Seet)
	Bandtober is coming!	Stephen Mayo	Custom recipient list	Thu Sep 26 2024 at 4.46pm CDT	Best
	After School Rehearsal NEW LOCATION	Bill Harden	CutTime HS Band	Wed Aug 14 2024 at 1.51pm CD7	Set
Data	Summer Instrument Pick-Up – July 2nd & 3rd	Stephen Mayo	Custom recipient list	Thu Jun 27 2024 at 10:41am CDT	Set
	Summer Rohearsal Schedule	Mikey Halcovage	CutTime HS Band	Thu Jun 06 2024 at 11:48am CDT	(Beet)

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