

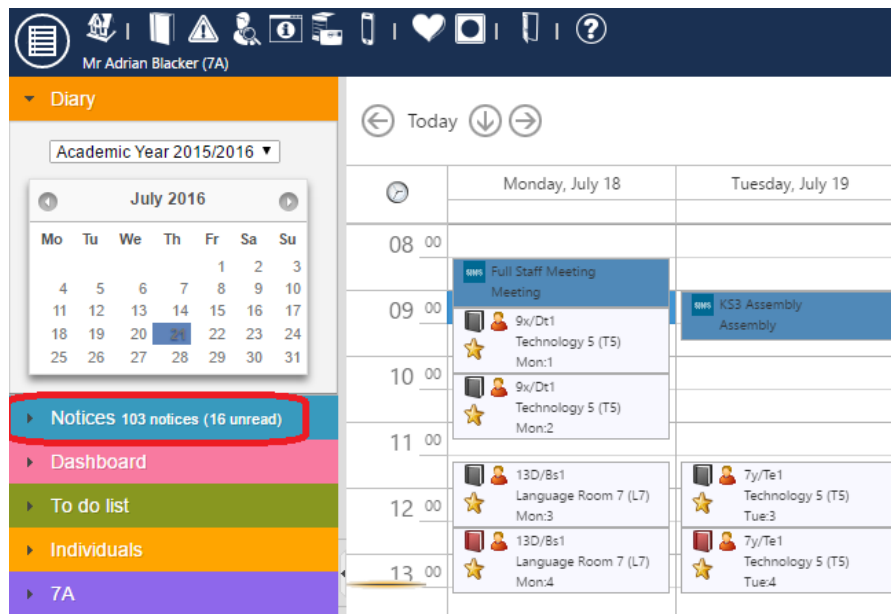
# Send a Message to All Staff

PARS can be used to send messages staff, parents or pupils. This guide explains how to send a PARS notice (which can also be sent as an email or SMS message) to all staff.

First go to the PARS home page. This can be accessed by clicking the house button at the top left of PARS.



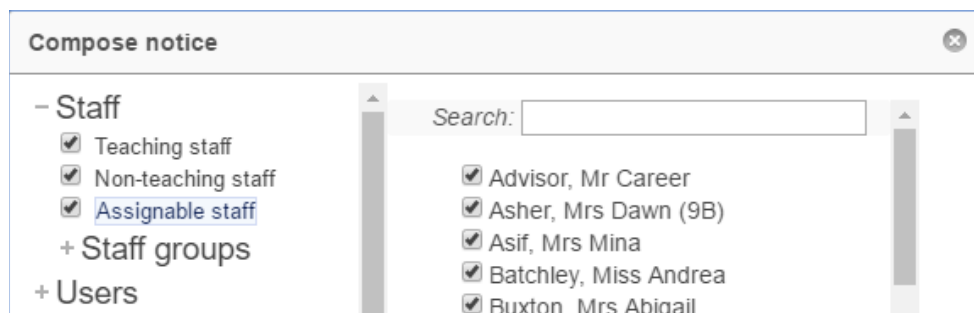
Next you need to click the **Notices** button on the left side of the page.



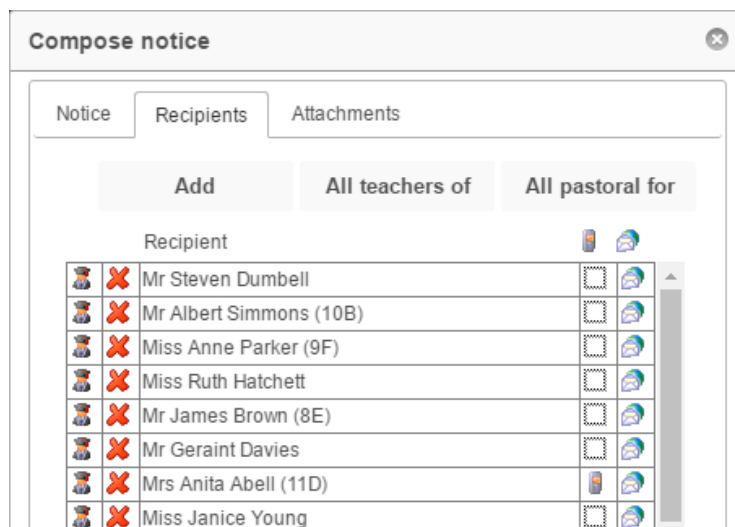
This will open the Notices page. Click the **Compose** button at the top left of the page. This will open a window where you can compose your message.

Type the title of the message in the **Precis** field and the actual message in the **Notice** field. If your message needs to include any files, click on the **Attachments** tab to upload the files.

Next click on the **Recipients** tab. Click the **Add** button and a student/staff selector window will appear. Scroll to the top of the section on the left, then click on **Staff**. Select the groups of staff that you want to contact then click **Accept**.



The staff members will then appear in the list of recipients.



The message will always be sent as a PARS notice, which can be accessed via the Notices page. The message can also be sent as an email or SMS message.

There are columns to the right of the staff members' names, one with a phone icon and the other with globe icon above. If there is an icon in the phone column next to a staff member's name then they will receive the message as an SMS. If there is an icon in the globe column, the staff member will receive an email.

Click next to a staff member's name in either column if you want to toggle whether or not they receive an SMS or email. You can also click the column header to toggle all recipients.

*Staff members can only receive emails or SMS messages if they have valid email addresses or mobile telephone numbers in SIMS. Icons will not appear next to staff if they do not have valid contact details.*

Once you are happy with your message, click **Accept** to send.