Communicating with parents
Through Email ● Letters ●   Labels

Ministry Platform

1. Clear any saved selections:

   a. Click **Home** and click **My Selections**.

   b. If you see items on this page, click the **check box** at the bottom of the screen.

   c. Click the **Actions** button and choose **Clear**.

   d. Click the **Clear** button.

2. Select the children needed for your current communication project by filtering by grade or age.

   Suggestion: Create an **Age Range** view you can customize and reuse by following the **Views - Creating by age or date of birth** instructions found in **Communications** > **Procedures.**

3. Create a transfer view: This converts your selected children into selected parents.

   a. Click the **Tools** button in the upper right corner.

   b. Choose **Transfer selections tool.**

   c. Choose **Copy to another page** from the drop down list.

   d. Choose **Contacts** as the Target Page.

   e. Type a name for your selection in the **New Selection Name** field.   For example Parents of preschoolers.

   f. Select **Yes** next to **Select Heads Instead.**

   g. Click **Yes** if you would like to **Include Non-Custodial Parents.**

   h. Click the **Go** and **Close** buttons.

4. Click **Home** and choose **My Selections**.

5. Click the name of the view you created following the yellow instructions.

6. Click the checkbox at the bottom of the screen to select all the records.

7. Create your communication:

   a) Labels: Click the **Reports** button & choose **Selected Labels: 1 Per Family – Erie.**

   b) Letters: Click the **Reports** button and choose **Selected Contact Letter – Erie.**

   c) Email: Click the **Actions** button and choose **Message.**

8. Follow step 1 again to clear your selections once you are done with them today. You should never re-use a transferred selection that is 12+ hours old.