

# Sag Harbor Union Free School District



## ParentSquare Tips for Parents & Guardians

### 1 **Activate Your Account**

Click the link in your activation email/text, or sign up on [parentsquare.com](https://parentsquare.com) or via the ParentSquare app.

### 2 **Download App**

It's easy to stay in the loop with the ParentSquare app. Download it now for iOS or Android devices.

### 3 **Set Preferences**

Click your name in the top right to set your notification and language

### 4 **Get Photos & Files**

Click 'Photos & Files' in sidebar to access pictures, forms, and documents that have been shared with you.

### 5 **Appreciate Posts**

Click 'Appreciate' in your email/app or website to thank a teacher or staff member for a post.

### 6 **Comment or Reply**

Click 'Comment' in app or website to privately ask a question about the post that your teacher or school

### 7 **Participate**

Click 'Sign Ups & RSVPs' in the sidebar to see available opportunities. Click bell on top

### 8 **Join a Group**

Click 'Groups' in the sidebar to join a group or committee at your school to participate or to stay

### 9 **Find People**

Click 'Directory' in the sidebar to find contact information for school staff.

### 10 **Get in Touch**

Click 'Messages' in the sidebar to privately get in touch with staff