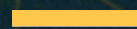**jmc**

jmc's Newest Innovations: Community Messenger and New Family Enrollment

2024

WELCOME!

Connecting with families and the broader school community

The success of a school depends on support from the entire community. Families, area businesses, youth groups, alumni and religious groups among others contribute to the overall success of a school community.

Today we will focus on your school's current practices for engaging your broader school community, ways jmc can help foster community engagement and how you can empower families that are new to your district.

Engaging your Broader School Community

How does your school currently communicate with local preschools, alumni, religious centers or other individuals that are curious about what's going on in your school?

How does your school differentiate it's communication between the different groups that make up your school community?

What are some strengths and weaknesses of your current communication plan?

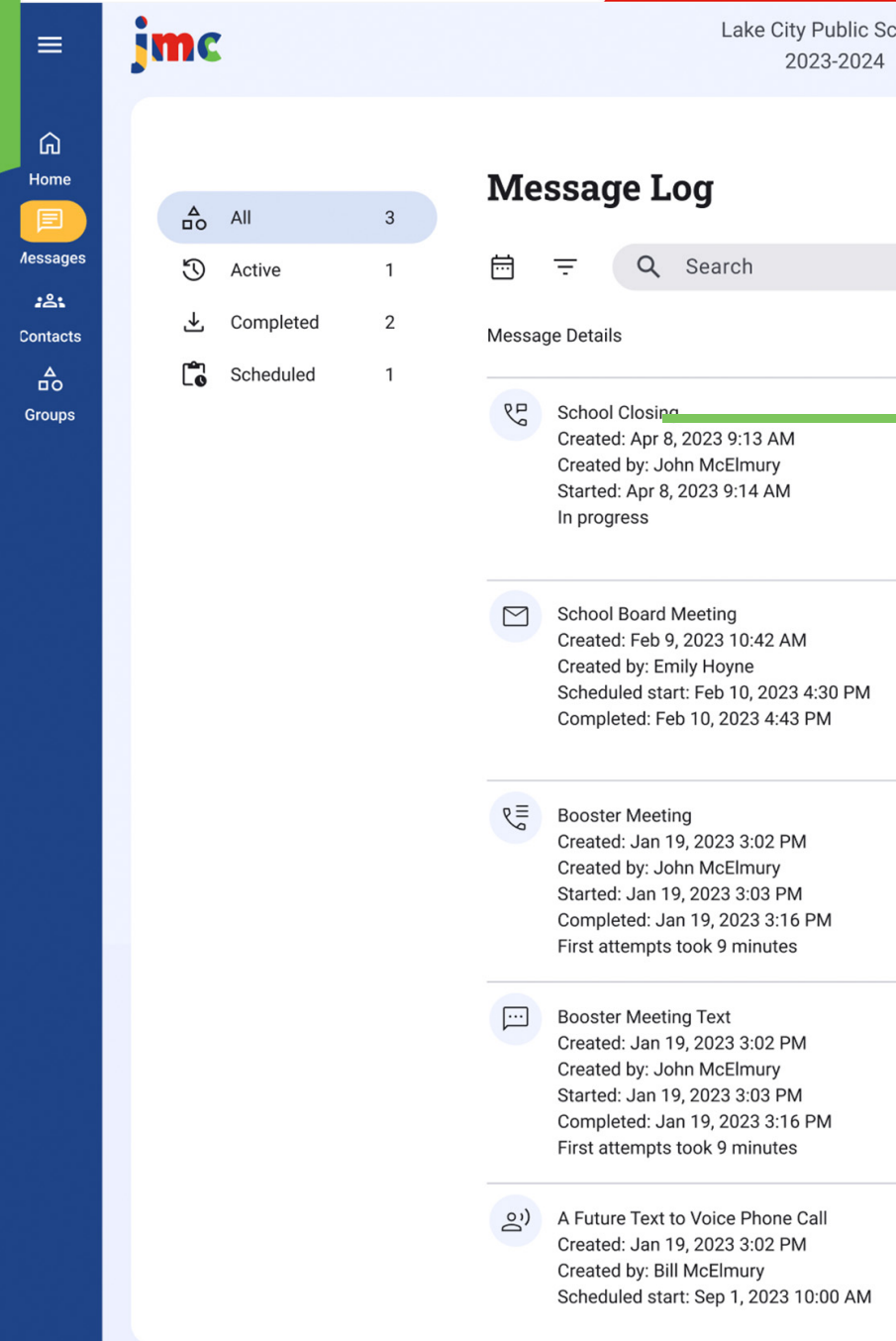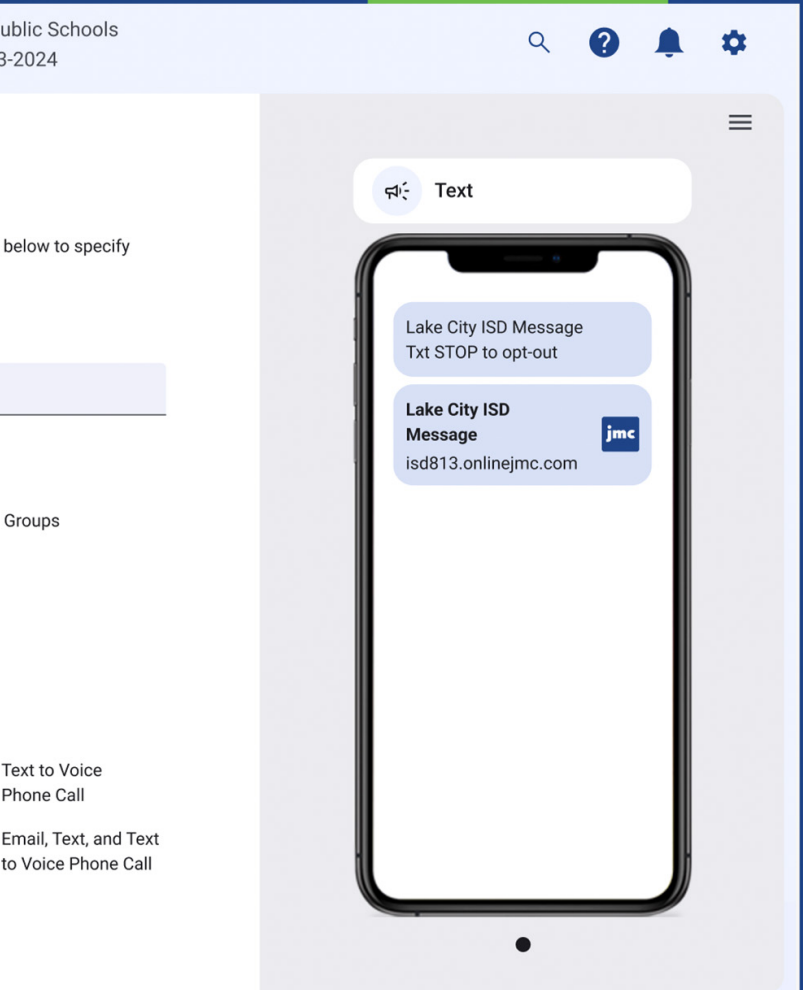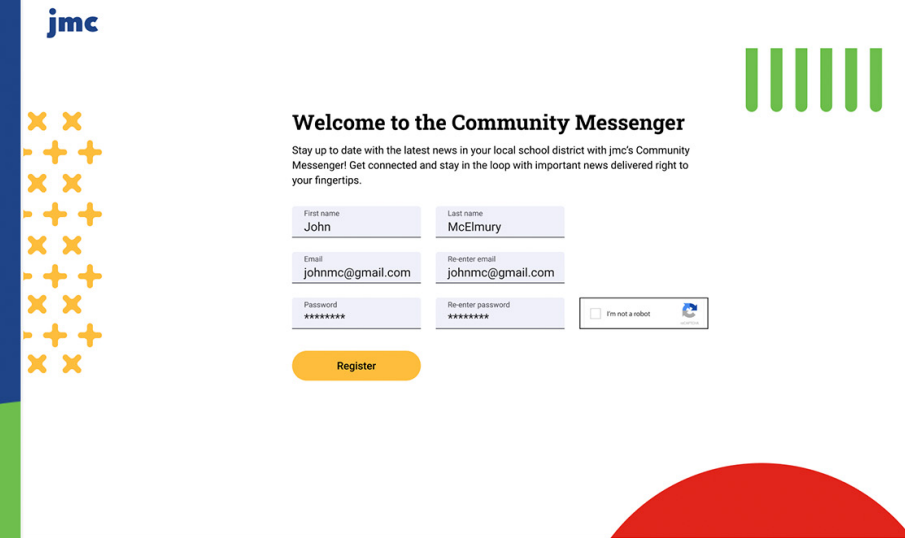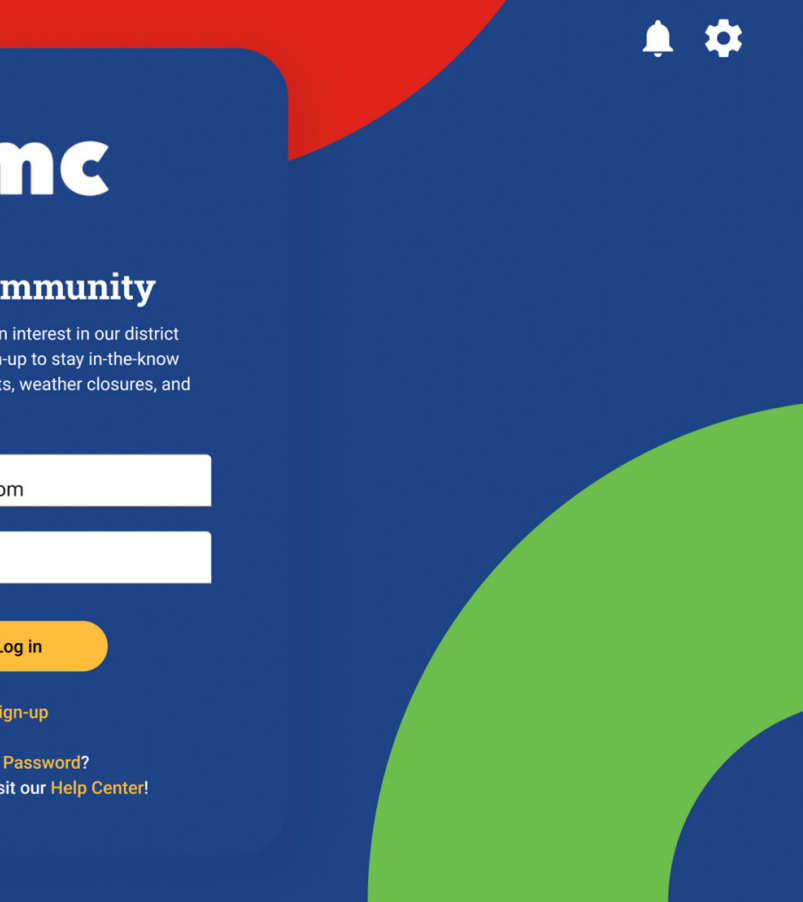Introducing jmc's
Community Messenger

Schools need tools to engage the community

School districts need a convenient tool to engage community members in the activities and events within their district and student community.

Without it, community members are often uninformed on news and miss out on opportunities to join activities or get involved. The messaging tool also needs to solve the problem of community members being able to create an account without having a child enrolled in the school district.

Introducing jmc's Community Messenger portal!

That's why jmc created its newest all-in-one tool: the Community Messenger! With it, community members can sign up for district updates and announcements, ensuring they're always informed and connected with the latest happenings in their local schools.

Utilizing the Community Messenger as an Admin

Managing contacts in the Community Messenger

Community Messenger administrators have a number of options for managing contacts including creating new contacts, editing or removing existing contacts and importing, exporting, and printing contact lists from the contacts page in the Community Messenger.

Simply enter contact information including a name, phone number, email address and photo to create a contact and arrange your contact list to view your favorites from one convenient page!

jmc

Create contact ◀

Name	Email
👥 **All contacts**	**4**
🕘 Frequently contacted	

| 📤 Import |
| 📥 Export |
| 🖨 Print |

🗑 Trash

Name	Email
John McElmury	john@jmcinc
SM Sue McElmury	sue@jmcinc.
Bill McElmury	bill.mcelmur
PF Paul Freid	paul@jmcinc

Creating contacts

Log in to the Community Messenger as an administrator and click "Contacts" in the navigation bar to begin managing individual contacts.

❌ **Step One:** Click the "Create contact" button to begin adding a new contact.

Home

Messages

Contacts

Groups

First Last

First name

Last name ◀

☑ Is an administrator

Password

Re-enter password

Groups

Email

Email

Email

Email

Email

Phone

Phone

Phone

Phone

Phone

Cancel   **Save** ◀

Enter the contact's information

❌ **Step Two:** Enter a first name, last name, password, email address(es), and phone number(s) in the appropriate fields to add contact information for the new contact.

❌ **Step Three:** Click the "Save" button to create your contact or click the "Cancel" button to discard your changes.

Helpful Tip: To make a contact from the Community Messenger an administrator, place a checkmark in the "Is an administrator" checkbox.

jmc

Home

Messages

Contacts

Groups

Create contact

| | All contacts | 4 |

Frequently contacted

Import

Export

Print

Trash

Name	Email
John McElmury	john@jmcinc
Sue McElmury	sue@jmcinc.
Bill McElmury	bill.mcelmur
Paul Freid	paul@jmcinc

Viewing contacts

✖ **Helpful Tip:** Select "All contacts" or "Frequently contacted" to narrow the range of existing contacts displayed in your contacts list.

✖ **Step Four:** Hover over an existing contact to edit the contact's name, password, email address(es), phone number, or the groups to which they belong by clicking the "Pencil" icon.

Helpful Tip: To mark a contact as a favorite, simply hover over it and click the "Star" icon, and your favorite contacts will conveniently appear at the top of your contacts list for quick access.

Phone Number

.com (651) 555-1212

★ ✏ ⋮

Delete

Send message

.com (123) 456-7890

y@mydomai... (555) 123-4567

.com (555) 764-9999

Send messages directly to a contact!

✖ **Step Five:** Hover over an existing contact and click the "Overflow menu" icon (three dots) to the right of the contact, and then select "Delete" to delete a contact or "Send message" to begin composing a message for the selected contact.

jmc

Home

Messages

Contacts

Groups

Create contact

All contacts   3

Frequently contacted

Import ◄

Export

Print

Trash ◄

Name   Email

Trash (1)

John McElmury   john@jmcinc

Remove contacts or import a contact file

✖ **Helpful Tip:** Select "Trash" to access deleted contacts for review or recovery. Deleted contacts will be stored in the "Trash" for 30 days, providing an opportunity to retrieve accidentally deleted contacts.

✖ **Step Six:** Select "Import" to browse your computer for a CSV file containing contact information to be imported.

Lake City Public Schools
2023-2024

Name	Email	Phone Number
John McElmury	john@jmcinc.com	(651) 555-1212
SM		0
		7
PF		9

Import contacts

Browse

or drag a file here

Download template   Cancel

An efficient tool for entering contact information

❌ **Helpful Tip:** Click the "Download template" button on the "Import contacts" pop-up for information on the data elements needed for a successful import.

Lake City Public Schools
2023-2024

Name	Email	Phone Number
John McElmury	john@jmcinc.com	(651) 555-1212

SM   Su
Bi
PF   Pa

Export contacts

Contacts
All contacts (4)

Favorited contacts (1)

Frequently contacted (2)

Export a contact directory

❌ **Step Seven:** Select "Export" and the desired contact category from the "Contacts" drop-down list to export contacts (All contacts, Favorite contacts, or Frequently contacted) to a CSV file.

Lake City Public Schools
2023-2024

Name	Email	Phone Number
John McElmury	john@jmcinc.com	(651) 555-1212
SM Su		
Bi		
PF Pa		

Print contacts

Contacts
All contacts (4) ▼

Favorited contacts (1)
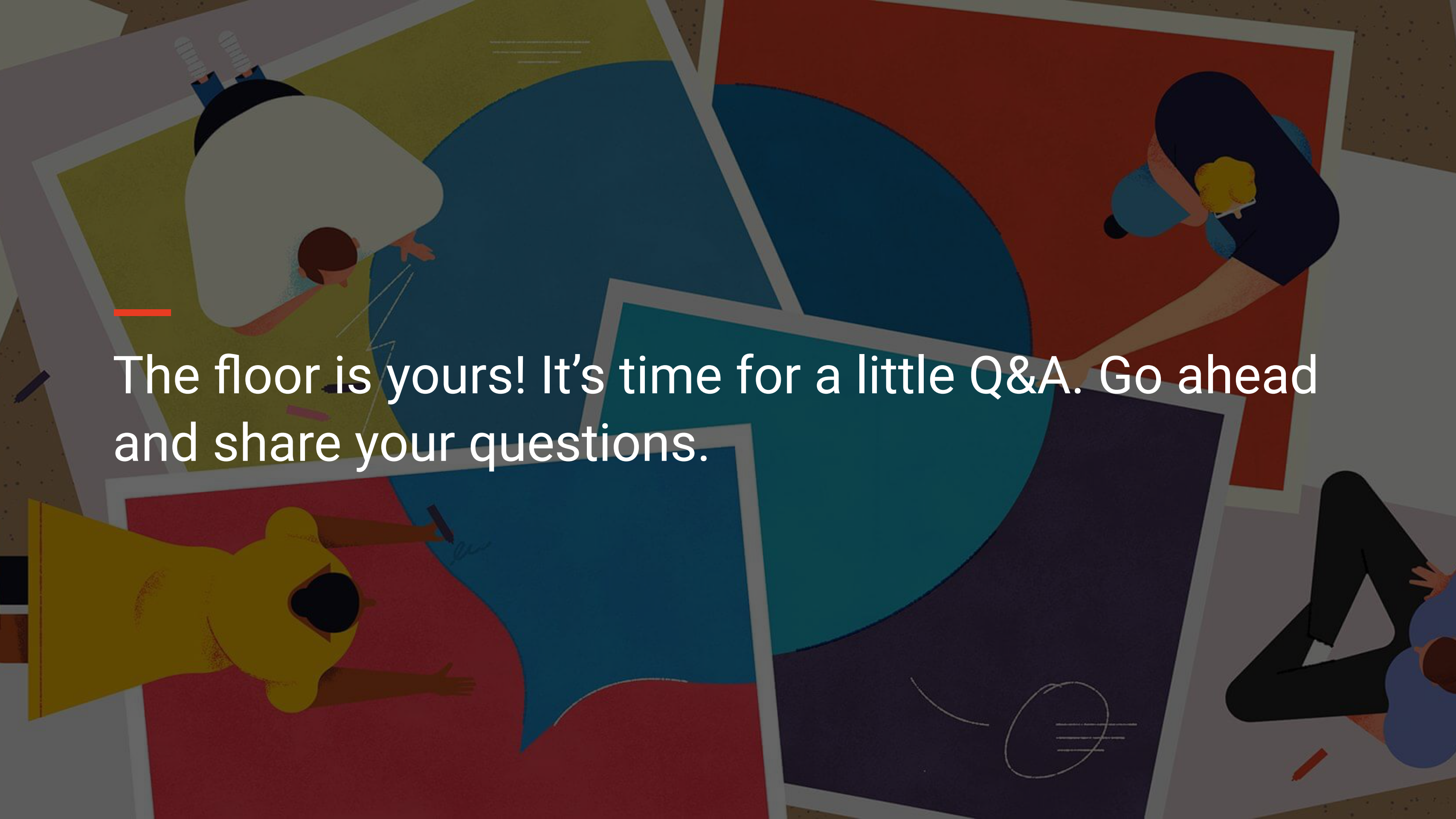
Frequently contacted (2)

Print a contact list

❌ **Step Eight:** Select "Print" and the desired contact category from the "Contacts" drop-down list to print a list of contacts (All contacts, Favorite contacts, or Frequently contacted).

Let's take a live look at managing contacts in the Community Messenger.

The floor is yours! It's time for a little Q&A. Go ahead and share your questions.

Managing Groups in the Community Messenger

Managing contact groups in the Community Messenger

Contact groups within the Community Messenger offer an ideal way to tailor the messaging experience for your community. Establish groups based on various topics of interest in your school, like "School Alerts" or "Activities," allowing community members to subscribe to messages aligned with their preferences.

Admin group management

Administrators can also manage group memberships by adding or removing contacts and sending targeted messages to keep the relevant community members informed.

Create group ◀

All groups   23

Frequently contacted

Export

Print

Trash

Name

───────────────

SE   School Events and Happenings

A   Athletics

A   Activities

Home

Messages

Contacts

Groups

jmc

Organizing groups

Log in to the Community Messenger as an administrator and click "Groups" in the navigation bar to begin managing contact groups.

✖ **Step One:** Click the "Create group" button and enter a name of the group in the "Name" field to create a group based on a topic of interest at your school.

Group

Upload avatar

Browse

or drag a file here

Cancel

Upload a group avatar

✖ **Step Two (optional):** Click the "Pencil" icon to add or edit the group's avatar, then click the "Browse" button or drag a file into the "Upload avatar" pop-up to upload it.

jmc

Create group

All groups   23

Frequently contacted

Export

Print

Trash

Group

Name

Cancel   Save

Establish groups for easy communication!

❌ **Step Three:** Click the "Save" button to create your contact group or click the "Cancel" button to discard your changes.

Home

Messages

Contacts

Groups

jmc

Home

Messages

Contacts

Groups

Create group

▼

	All groups	23
	Frequently contacted	

Export

Print

Trash

Name

SE School Events and Happenings

A Athletics

A Activities

View all groups

❌ **Helpful Tip:** Select "All groups" or "Frequently contacted" to narrow the range of existing groups displayed in your groups list.

Members

1234

567

456

Edit or remove groups

✕ **Step Four:** Hover over an existing group to edit the group name or avatar by clicking the "Pencil" icon.

Helpful Tip: To mark a group as a favorite, simply hover over it and click the "Star" icon, and your favorite groups will conveniently appear at the top of your groups list for quick access.

Members

1234

⭐ ✏️ ⋮

Delete

Send message

567

456

Utilize group targeted messaging

❌ **Step Five:** Hover over an existing group and click the "Overflow menu" icon (three dots) to the right of the group, and then select "Delete" to delete a group or "Send message" to begin composing a message for the selected group.

jmc

☰

🏠
Home

💬
Messages

👥
Contacts

Groups

Create group

◁○ All groups   23

🕐 Frequently contacted

⬇ Export

🖨 Print

🗑 Trash ◀

← **SE** **School event**

Name ▼   Email

John McElmury   john@jmcinc

SM   Sue McElmury   sue@jmcinc.

Bill McElmury   ~~bill.mcelmur~~

PF   Paul Freid   paul@jmcinc

View all group members

✖ **Step Six:** Click the number of members in a group to view its members.

✖ **Helpful Tip:** Select "Trash" to access deleted groups for review or recovery. Deleted groups will be stored in the "Trash" for 30 days, providing an opportunity to retrieve accidentally deleted groups.

Lake City Public Schools
2023-2024

Name   Members

Trash (1)

(A) Athletics   567

Export groups

Groups
School Events and Happenings

School Events and Happenings   Cancel   Export

Athletics

Activities

Export groups

✖ **Step Seven:** Select "Export" and the desired groups(s) from the "Groups" drop-down list to export a list of groups and their members to a CSV file.

Print a group list

❌ **Step Eight:** Select "Print" and the desired group(s) from the "Groups" drop-down list to print a list of groups and their members.

Let's take a live look at managing contact groups in the Community Messenger.

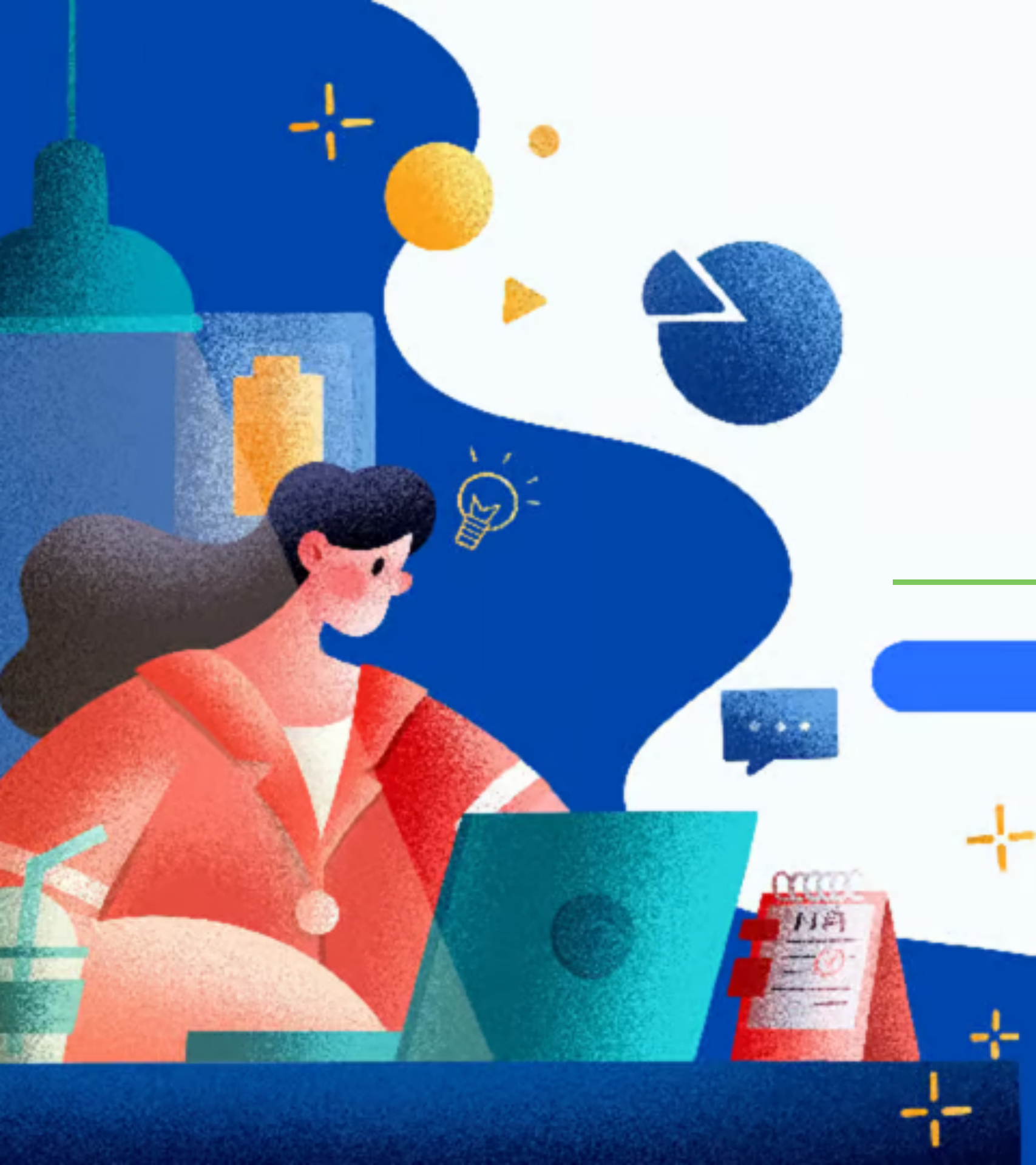The floor is yours! It's time for a little Q&A. Go ahead and share your questions.

Sending Messages from the Community Messenger

Sending messages through the Community Messenger

Community Messenger administrators can keep your entire school community informed with the latest happenings at your school by sending various types of messages, including recorded phone calls, emails, text messages, text-to-voice phone calls, or combinations of these, to specific contacts or groups with just a few clicks.

Choose your message type, craft your message, and select the recipients, and those who have signed up for the Community Messenger will promptly receive your message!

Emily Hoyne

You will have your message on its way in no time! Simply select from the options below to specify your audience, when to send, and how to connect with them.

How would you like to name your message? ▼

Aa | Message title
No School Tomorrow

Who would you like to send your message to?

○ All contacts ● Individual contacts ○ Groups

✏ 6 groups selected

When would you like your message to go out?

● Send now ○ Schedule for the future

What type of message would you like to send?

○ Email ○ Text ○ Text to voice phone call

○ Recorded phone call ○ Email and text ○ Email, text, and text to voice phone call

Edit **Send**

Enter a message title for convenient organization

Log in to the jmc Community Messenger and head to Messages > Send messages to get started!

✖ **Step One:** Enter a title in the "Message title" field to create a searchable title for your message.

Emily Hoyne

You will have your message on its way in no time! Simply select from the options below to specify your audience, when to send, and how to connect with them.

How would you like to name your message?

Aa

Message title
No School Tomorrow

Who would you like to send your message to? ▼

○ All contacts   ● Individual contacts   ○ Groups

✏ 6 groups selected

When would you like your message to go out?

● Send now   ○ Schedule for the future

What type of message would you like to send?

○ Email   ○ Text   ○ Text to voice phone call

○ Recorded phone call   ○ Email and text   ○ Email, text, and text to voice phone call

Edit   **Send**

Select contacts

❌ **Step Two:** Select the appropriate radio button to determine the recipient(s) for your message.

- *All contacts*: send messages to all contacts listed in your directory
- *Individual contacts*: select individual contacts from your directory
- *Groups*: select a group or multiple predefined groups of contacts

Helpful Tip: If you need to modify your recipient list, click the "Pencil" icon next to your individual contacts or groups to add or remove recipients from the message.

Emily Hoyne

You will have your message on its way in no time! Simply select from the options below to specify your audience, when to send, and how to connect with them.

How would you like to name your message?

Aa | Message title
        No School Tomorrow

Who would you like to send your message to?

(•) All contacts   ( ) Individual contacts   ( ) Groups

When would you like your message to go out?

( ) Send now   (•) Schedule for the future

▶ 🖉 Scheduled for: Wednesday, May 10, 7:30 PM

What type of message would you like to send?

( ) Email   ( ) Text   ( ) Text to voice phone call
( ) Recorded phone call   ( ) Email and text   ( ) Email, text, and text to voice phone call

Edit   Send

Schedule a message for later

❌ **Step Three:** Select the "Send now" radio button to send a message immediately or select "Schedule for the future" to choose the appropriate date and time for sending your message.

❌ **Helpful Tip:** If you need to adjust the date or time for sending your message, click the "Pencil" icon next to the scheduled date and time, and select a new date and time as needed.

Fun Fact: To delete a scheduled message, navigate to the Messages > Message Log page, hover over the message you'd like to remove, click the "Overflow menu" icon (three dots) to the right of the message, and then select "Delete."

Emily Hoyne

You will have your message on its way in no time! Simply select from the options below to specify your audience, when to send, and how to connect with them.

How would you like to name your message?

Aa | Message title
No School Tomorrow

Who would you like to send your message to?

- ● All contacts
- ○ Individual contacts
- ○ Groups

When would you like your message to go out?

- ○ Send now
- ● Schedule for the future

✏️ Scheduled for: Wednesday, May 10, 7:30 PM

What type of message would you like to send?

- ○ Email
- ○ Text
- ○ Text to voice phone call
- ○ Recorded phone call
- ○ Email and text
- ○ Email, text, and text to voice phone call

Edit   Send

Choose from a variety of message types

✖ **Step Four:** Select the "Email", "Text", "Text to voice phone call", "Recorded phone call", "Email and text", or "Email, text and text to voice phone call" radio button to identify the type of message you'd like to send.

Customize emails

Step Five: Depending upon your message type, fill out the appropriate fields highlighted below.

✖ *Email:* customize your message by entering a "Reply to address", "Cc" or "Bcc" email addresses, "Subject", message, and even attachments using the formatting tools provided in the appropriate fields

Emily Hoyne

You will have your ~~~~~~~ to specify
your audience, wh~~

How would you~~

Aa

Who would you~~

When would yo~~

What type of m~~

○ Email   ○ Text   ○ Text to voice phone call
○ Recorded phone call   ○ Email and text   ○ Email, text, and text to
                                             voice phone call

Edit   **Send**

Create text message

Message
This is where the text message content
gets entered by the user.

936 character left

Cancel   OK

Compose text messages

✖ *Text*: enter your message in the "Message" field, and jmc will seamlessly deliver the message to recipients or provide a link to the full message if it is longer than 105 characters, ensuring a cohesive and uninterrupted communication experience

Emily Hoyne

You will have your ~~~~ ~~~~ o specify
your audience, whe~~~~

How would you

Aa

Who would you

When would you

What type of me

Make a text to voice phone call

Message
This is where the phone message content gets entered by the user and then is spoken over the phone to recipients.

887 characters left

Cancel   OK

○ Email   ○ Text   ○ Text to voice phone call
○ Recorded phone call   ○ Email and text   ○ Email, text, and text to voice phone call

Edit   **Send**

Send text to voice messages for accessibility

✖ *Text to voice phone call*: enter your message in the "Message" field and jmc will read a voice automated message to your recipients

Add a personal touch with a recorded phone call

✖ *Recorded phone call*: select the recording you'd like to use to send a recorded phone call

Send multiple message types at one time

✖ *Email and text*: enter a "Reply to address", a "Subject" and a "Message" in the appropriate fields to send an email and text message simultaneously

En

You will have your
your audience, whe

How would you

Aa

Who would you

When would you

What type of me

Edit   Send

Email, text, and text to voice phone call

Reply To Address
bill@jmcinc.com

Subject
My Very Important Message Subject

Message
This is where the message content gets entered by the user and then emailed and sent as text messages to recipients.

883 characters left

Cancel   OK

Use multiple delivery methods to ensure message receipt

❌ *Email, text and text to voice phone call*: enter a "Reply to address", a "Subject" and a "Message" in the appropriate fields to send an email, text and text to voice phone call simultaneously

Helpful Tip: Avoid uncertainty by previewing your message in the exact format it will be received using the message preview carousel!

Emily Hoyne

You will have your message on its way in no time! Simply select from the options below to specify your audience, when to send, and how to connect with them.

How would you like to name your message?

Aa

Message title
No School Tomorrow

Who would you like to send your message to?

◉ All contacts   ◯ Individual contacts   ◯ Groups

When would you like your message to go out?

◯ Send now   ◉ Schedule for the future

✏️ Scheduled for: Wednesday, May 10, 7:30 PM

What type of message would you like to send?

◯ Email   ◯ Text   ◯ Text to voice phone call

◯ Recorded phone call   ◯ Email and text   ◯ Email, text, and text to voice phone call

Edit   **Send**

Send your message

✖ **Step Six:** Click the "Send" button to send your message or the "Edit" button to modify the message content.
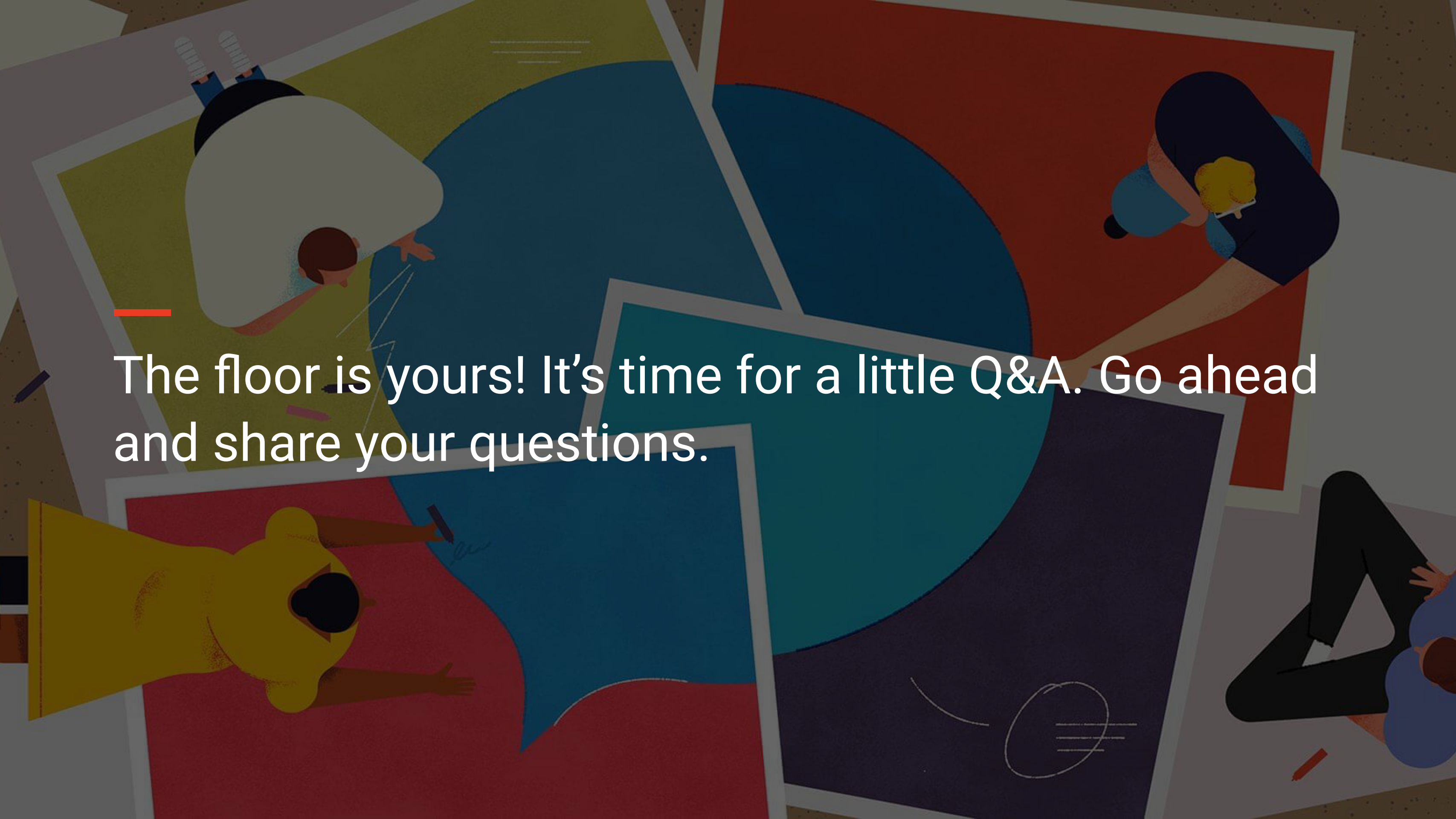
Review the message log to view progress

✕ **Step Seven:** Click the "View message log" button to review your message's progress or click "OK" to exit.

Let's take a live look at sending messages through the Community Messenger.

The floor is yours! It's time for a little Q&A. Go ahead and share your questions.

Reviewing Messages Sent from the Community Messenger

Viewing message progress with the Community Messenger Message log

After sending a message through the Community Messenger, conveniently review vital details about messages in progress, completed messages, and scheduled messages to stay informed about your message's status. Leverage the Message Log's helpful features to resend duplicates and efficiently manage scheduled messages, simplifying school communication with the broader school community.

Message Log

jmc — Lake City Public Schools 2023-2024

Home
Messages
Contacts
Groups

All	3
Active	1
Completed	2
Scheduled	1

Search

Message Details

School Closing
Created: Apr 8, 2023 9:13 AM
Created by: John McElmury
Started: Apr 8, 2023 9:14 AM
In progress

School Board Meeting
Created: Feb 9, 2023 10:42 AM
Created by: Emily Hoyne
Scheduled start: Feb 10, 2023 4:30 PM
Completed: Feb 10, 2023 4:43 PM

Booster Meeting
Created: Jan 19, 2023 3:02 PM
Created by: John McElmury
Started: Jan 19, 2023 3:03 PM
Completed: Jan 19, 2023 3:16 PM
First attempts took 9 minutes

Booster Meeting Text
Created: Jan 19, 2023 3:02 PM
Created by: John McElmury

Select your message

To review the progress of messages with the Message Log, head to Messages > Message Log in jmc's Community Messenger.

❌ **Step One:** Select "All", "Active", "Complete" or "Scheduled" to view a list of messages with the selected status.

Lake City Public Schools
2023-2024

jmc

Message Log

All		3
Active		1
Completed		2
Scheduled		1

Search

Message Details

School Closing
Created: Apr 8, 2023 9:13 AM
Created by: John McElmury
Started: Apr 8, 2023 9:14 AM
In progress

School Board Meeting
Created: Feb 9, 2023 10:42 AM
Created by: Emily Hoyne
Scheduled start: Feb 10, 2023 4:30 PM
Completed: Feb 10, 2023 4:43 PM

Booster Meeting
Created: Jan 19, 2023 3:02 PM
Created by: John McElmury
Started: Jan 19, 2023 3:03 PM
Completed: Jan 19, 2023 3:16 PM
First attempts took 9 minutes

Booster Meeting Text
Created: Jan 19, 2023 3:02 PM
Created by: John McElmury
Started: Jan 19, 2023 3:03 PM

Home

Messages

Contacts

Groups

Utilize a plethora of filtering tools

Helpful Tip: For further message filtering, utilize any of these tools:

✖ Click the "Calendar" icon to filter by a specific date range

✖ Click the "Filter" icon to filter by message type (for example: text or email)

✖ Enter a part of a message title in the "Search" field to filter by message title

✖ Click the "<" or" >" arrows at the top of the page to reveal additional messages based on the selected filter

Fun Fact: The Message Log will display important messaging information such as the message title, date created, message creator, the "Scheduled start", "Started" and "Completed" date and time.

	Progress	Real-time Results

...osing
...4/08/2023 9:13 AM
...y: John McElmury
...4/08/2023, 2023 9:14 AM
...cond attempts in progress

267 of 514

■52% Delivered   ■0% Failed
187 Contacts   0 Contacts

...ard Meeting
...2/09/2023 10:42 AM
...y: Emily Hoyne
...d start: 02/10/2023 4:30 PM
...heduled

0 of 223

■52% Delivered   ■0% Failed
187 Contacts   0 Contacts

...eeting
...1/19/2023 3:02 PM
...y: John McElmury
...1/19/2023 3:03 PM
...mpleted 01/19/2023 3:16 PM

1102 of 1102

■52% Delivered   ■0% Failed
187 Contacts   0 Contacts

...eeting Text
...1/19/2023 3:02 PM
...y: John McElmury
...1/19/2023 3:03 PM
...st attempts in progress

152 of 514

■52% Delivered   ■0% Failed
187 Contacts   0 Contacts

...nissal Text to Voice Phone Call
...9/01/2023 9:00 AM
...y: Bill McElmury
...9/01/2023 10:00 AM
...ird attempts in progress

398 of 514

■52% Delivered
187 Contacts

Stop Sending

Delete

Duplicate ◀

...ecorded Phone Call
...1/19/2023 3:02 PM
...y: John McElmury
...d start: 01/19/2023 3:16 PM
...heduled

0 of 514

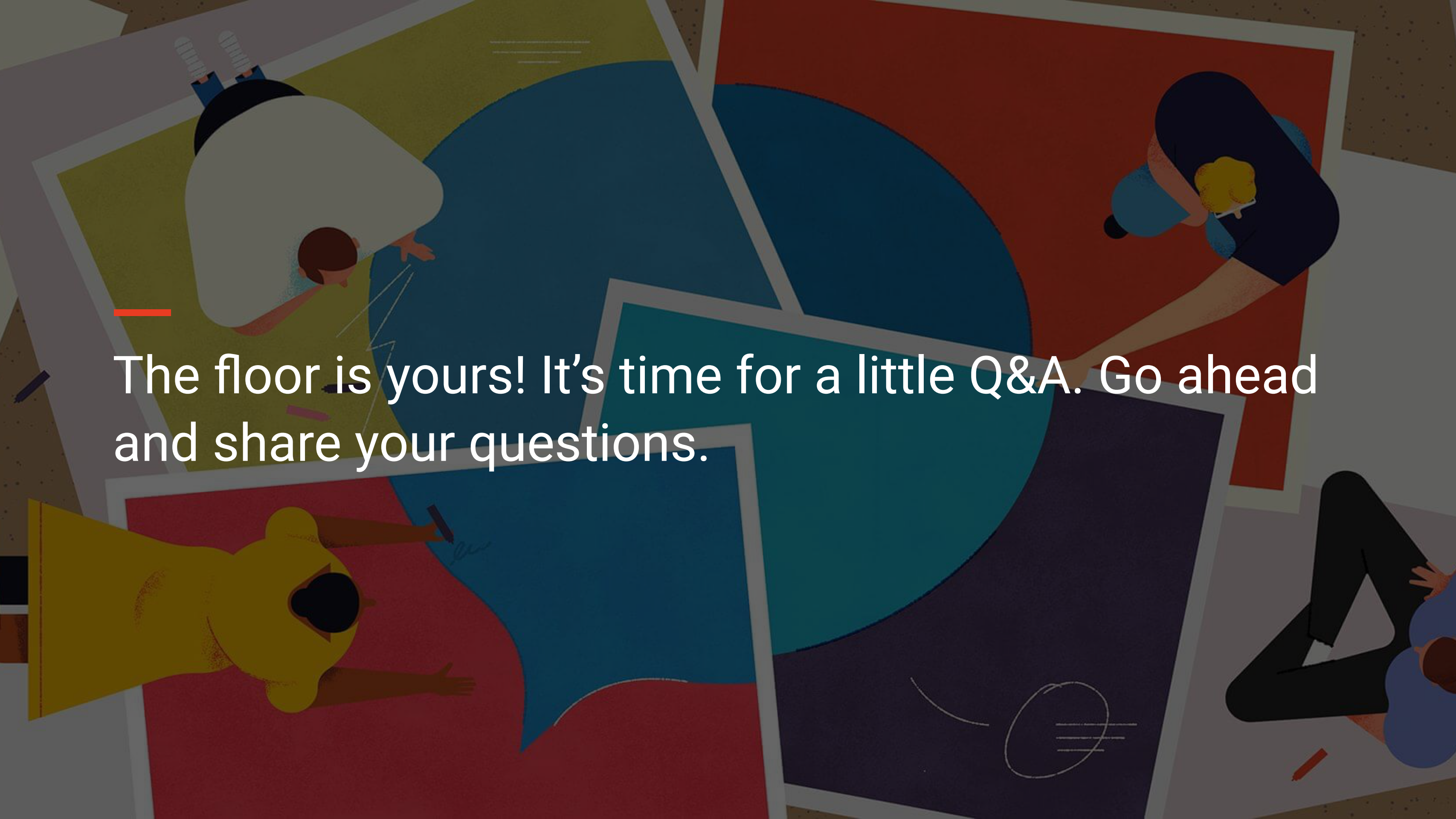■52% Delivered   ■0% Failed
187 Contacts   0 Contacts

Easily recreate messages with the "Duplicate" feature

✖ **Step Two:** Hover over and click the message title to review the message content and click the "OK" button to return to the Message Log.

✖ **Step Three:** Hover over a message and click the "Overflow menu" icon (three dots) to the right of the message, and then select "Stop Sending" to cancel your current message, "Delete" to delete a scheduled message or "Duplicate" to recreate the message.

✖ **Fun Fact:** Upon clicking "Duplicate" you will be redirected to the "Send Messages" page to review, edit or resend the duplicate message.

Let's take a live look at viewing message progress with the Community Messenger message log.

The floor is yours! It's time for a little Q&A. Go ahead and share your questions.

Using Community Messenger as a Community Member

Sign-up to receive messages through the Community Messenger

Staying connected with your local school district's news and updates even if you don't have a child that attends the district is fast and easy when you sign up for the jmc Community Messenger.

Stay engaged and never miss a message

Whether you run an after-school program, are a grandparent or an alumni looking to stay connected, you can stay engaged with all that's happening at your local school simply by signing up with a valid email address. Never miss an important event again with a little help from the Community Messenger!

Sign-up with just one click!

To sign up for the Community Messenger, head to your district's Community Messenger site.

✖ **Step One:** Click the 'Sign-up' button to access the Community Messenger sign-up portal and easily connect with just a few simple steps!

Welcome to the Community Messenger

Stay up to date with the latest news in your local school district with jmc's Community Messenger! Get connected and stay in the loop with important news delivered right to your fingertips.

First name
John

Last name
McElmury

Email
johnmc@gmail.com

Re-enter email
johnmc@gmail.com

Password
****

Re-enter password
****

I'm not a robot
reCAPTCHA

Register

Enter name and email for registration

✖ **Step Two:** Enter your name in the "First name" and "Last name" fields to be added as a contact to your district's Community Messenger.

✖ **Step Three:** Enter a valid email address in the "Email" and "Re-enter email" fields to create a login for your account.

Welcome to the Community Messenger

Stay up to date with the latest news in your local school district with jmc's Community Messenger! Get connected and stay in the loop with important news delivered right to your fingertips.

First name
John

Last name
McElmury

Email
johnmc@gmail.com

Re-enter email
johnmc@gmail.com

Password
****

Re-enter password
****

☐ I'm not a robot
reCAPTCHA

Register

Password and registration confirmation

❌ **Step Four:** Enter a password in the "Password" and "Re-enter password" fields to create a password for your account.

❌ **Step Five:** Place a checkmark in the reCAPTCHA checkbox to confirm that you are not a robot.

❌ **Step Six:** Click the "Register" button to confirm your registration information.

Fun Fact: A pop-up will prompt you to check your email for an activation link to finalize your registration.

Welcome to jmc Community Messenger!

noreply@onlinejmc.com

to me ▾

To verify your account, please click the link below:

Account Verification Link ◀

▶ This link expires in 24 hours for security reasons.

↩ Reply   ↪ Forward

Account verification

✖ **Step Seven:** Click the account verification link sent to the email address you entered on the sign-up page to verify your account.

✖ **Helpful Tip:** The verification link has a 24-hour expiration period. If you miss the deadline, you can easily request a new verification link by resubmitting your information on the sign-up page.

jmc

Congratulations!

Your Community Messenger account is now officially verified, so you're all set! Log in and set up additional email addresses and phone numbers to make sure you're fully connected. Happy messaging!

▼
Log in

Sign-up

Forgot Password?
Need help? Visit our Help Center!

Congratulations! You're ready to log in.

✖ **Step Eight:** Click the "Log in" button on the "Congratulations!" pop-up to log in to your Community Messenger account.

Let's take a live look at signing up to receive messages through the Community Messenger.

The floor is yours! It's time for a little Q&A. Go ahead and share your questions.

Managing Your Community Messenger User Account

Logging in and managing account settings

Easily receive personalized news and updates from your local school district by adjusting your settings in the Community Messenger, where you can subscribe to specific messaging groups, such as athletics or weather alerts, and select your preferred notification method, whether it's through email, phone, text, or all three, providing you with convenient options to stay informed.

Hellooo community

Thank you for taking an interest in our district and student body. Sign-up to stay in-the-know regarding school events, weather closures, and more!

Email
johnmc@gmail.com

Password
****

Log in

Sign-up

Forgot **password**?
Need help? Visit our **Help Center**!

Managing your Community Messenger settings

To manage your Community Messenger settings, navigate to your district's Community Messenger login page.

❌ **Step One:** Enter your email address and password in the appropriate fields to log in to your Community Messenger account.

❌ **Helpful Tip:** Click the "Forgot password" link to reset a forgotten password.

John McElmury

Customize your communication preferences and manage your account with ease on our Community Messenger settings page.

Tell us about yourself.

	Name	John McElmury
	Password	********
	Photo	

Upload photo

Take photo

What would you like to stay in the know about?

	Groups	School Events and Happenings, Athletics, Activiti...

How would you like to receive our news?

	Email	johnmc@gmail.com; john.sue.mcelmury@yahoo...
	Phone Call and Text	(507) 123-4567; (612) 789-0124; (507) 675-3388...

Log out

Easily edit your profile

Step Two: Click the "Edit" button next to the corresponding item to to edit your name, password, or profile photo in your Community Messenger account.

Helpful Tip: Click the "Upload photo" icon, or choose the "Take photo" option to capture a picture using your device's camera to add or edit a photo for your avatar.

McElmury

unication preferences and manage your account with ease on our
r settings page.

lf.

John McElmury   Edit

d   ********   Edit

                                                     Edit

to stay in the know about?

            School Events and Happenings; Athletics; Activiti...   ▼

Events and Happenings ×   Cancel   Save

Events and Happenings

cs

ies   e.mcelmury@yahoo...   Edit

all and Text   (507) 123-4567; (612) 789-0124; (507) 675-3388...   Edit

Select your news and event preferences

Step Three: Click the "Edit" link next to "Groups" to select one or more messaging groups from which you would like to receive messages.

Step Four: Select the group(s) from the "Groups" drop-down list to receive news and event messages from the selected group(s).

Step Five: Click the "Save" button to save your messaging groups or "Cancel" to discard them.

hn McElmury

ommunication preferences and manage your account with ease on our
enger settings page.

ourself.

ne	John McElmury	Edit
sword	********	Edit
to		Edit

u like to stay in the know about?

ups	School Events and Happenings, Athletics, Activiti...	Edit

like to receive our news?

il	johnmc@gmail.com; john.sue.mcelmury@yahoo...	Add	Done
	johnmc@gmail.com		
	john.sue.mcelmury@yahoo...		
ne Call and Text	(507) 123-4567; (612) 789-0124; (507) 675-3388...		Edit

Add up to five email addresses

Step Six: Click the "Edit" button to add up to five email addresses to receive messages or to remove an email address from your account.

Step Seven: Click the "Add" button and enter a new email address in the "Email" field on the "Add an email address" pop-up, then click the "Save" button to confirm the email address or "Cancel" to discard it.

Fun Fact: A pop-up will prompt you to check your email for a verification PIN to verify your new email address.

John McElmury

Customize your communication preferences and manage your account with ease on our Community Messenger settings page.

Tell us about yourself.

Name   John McElmury

Passw

Photo

What would you li

Group   Activiti...

How would you lik

Email   yahoo...   Add

🗑

🗑 john.sue.mcelmury@yahoo...

Phone Call and Text   (507) 123-4567; (612) 789-0124; (507) 675-3388...

Log out

Good News! You're Almost There!

Please check your email for a message with an activation PIN code and enter it here to finish your registration.

| • | • | • | • | • |

Cancel   **Verify PIN**

Verify your email address

✖ **Step Eight:** Enter the email verification PIN in the "Good news! You're almost there!" pop-up and click the "Verify PIN" button to proceed, or click the "Cancel" button to stop the verification process.

John McElmury

Customize your communication preferences and manage your account with ease on our Community Messenger settings page.

Tell us about yourself.

	Name	John McElmury		Edit
	Password	********		Edit
	Photo			Edit

What would you like to stay in the know about?

	Groups	School Events and Happenings, Athletics, Activiti...		Edit

How would you like to receive our news?

	Email	johnmc@gmail.com; john.sue.mcelmury@yahoo...		Edit
	Phone Call and Text	(507) 123-4567; (612) 789-0124; (507) 675-3388	Add	Done

🗑	(507) 123-4567 Text Messages	● Opt Out	○ Opt In
🗑	(612) 789-0124 Text Messages	● Opt Out	○ Opt In
🗑	(507) 675-3388 Text Messages	● Opt Out	○ Opt In

Log out

Add up to five phone numbers

Step Nine: Click the "Edit" button to add up to five phone numbers to receive phone calls or text messages or to remove a phone number from your account.

Step Ten: Click the "Add" button and enter a new phone number in the "Phone number" field on the "Add a phone number" pop-up, then click the "Save" button to confirm the phone number or "Cancel" to discard it.

Helpful Tip: To opt-in to receiving text messages on this number, place a checkmark in the "Yes, I would like to receive SMS notifications..." checkbox.

Fun Fact: A pop-up will prompt you to check your phone for a verification PIN to verify your new phone number.

John McElmury

Customize your communication preferences and manage your account with ease on our Community Messenger settings page.

Tell us about yourself.

	Name	John McElmury	Ed
	Passw		Ed
	Photo		Ed

What would you li

| | Group | Activiti... | Ed |

How would you lik

| | Email | yahoo... | Ed |
| | Phone | -3388 | Add | Don |

Good News! You're Almost There!

Please check your phone for a message from us with an activation PIN code and enter it here to finish your registration.

| • | • | • | • | • |

Cancel   Verify PIN
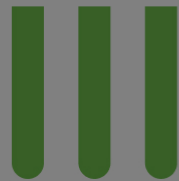
(507) 123-4567
Text Messages   ● Opt Out   ○ Opt In

(612) 789-0124
Text Messages   ● Opt Out   ○ Opt In

(507) 675-3388
Text Messages   ● Opt Out   ○ Opt In

Log out

Verify your phone number

✖ **Step Eleven:** Enter the phone number verification PIN in the "Good news! You're almost there!" pop-up and click the "Verify PIN" button to proceed, or click the "Cancel" button to stop the verification process.

John McElmury

Customize your communication preferences and manage your account with ease on our Community Messenger settings page.

Tell us about yourself.

	Name	John McElmury	Edit
	Password	********	Edit
	Photo		Edit

What would you like to stay in the know about?

	Groups	School Events and Happenings, Athletics, Activiti...	Edit

How would you like to receive our news?

	Email	johnmc@gmail.com; john.sue.mcelmury@yahoo...	Edit
	Phone Call and Text	(507) 123-4567; (612) 789-0124; (507) 675-3388	Add Done

🗑 (507) 123-4567
Text Messages   ◉ Opt Out   ○ Opt In

🗑 (612) 789-0124
Text Messages   ◉ Opt Out   ○ Opt In

🗑 (507) 675-3388
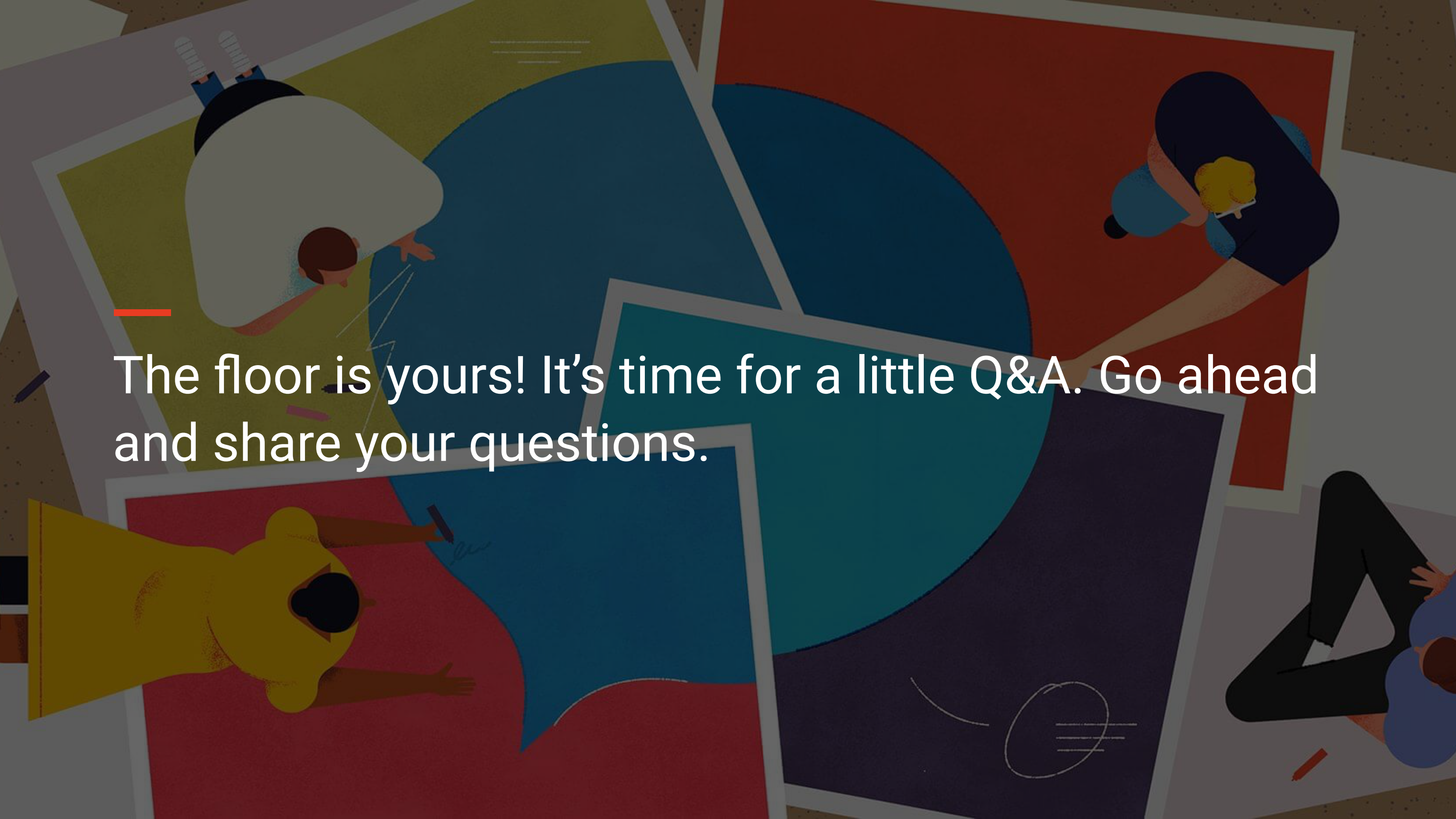Text Messages   ◉ Opt Out   ○ Opt In

Log out

Manage phone number preferences

✖ **Helpful Tip:** To edit or delete an existing phone number, click the "Edit" button. Then, click the "Trash" icon to remove an existing phone number or select the "Opt Out" or "Opt In" radio button to change the text message status of an existing number.
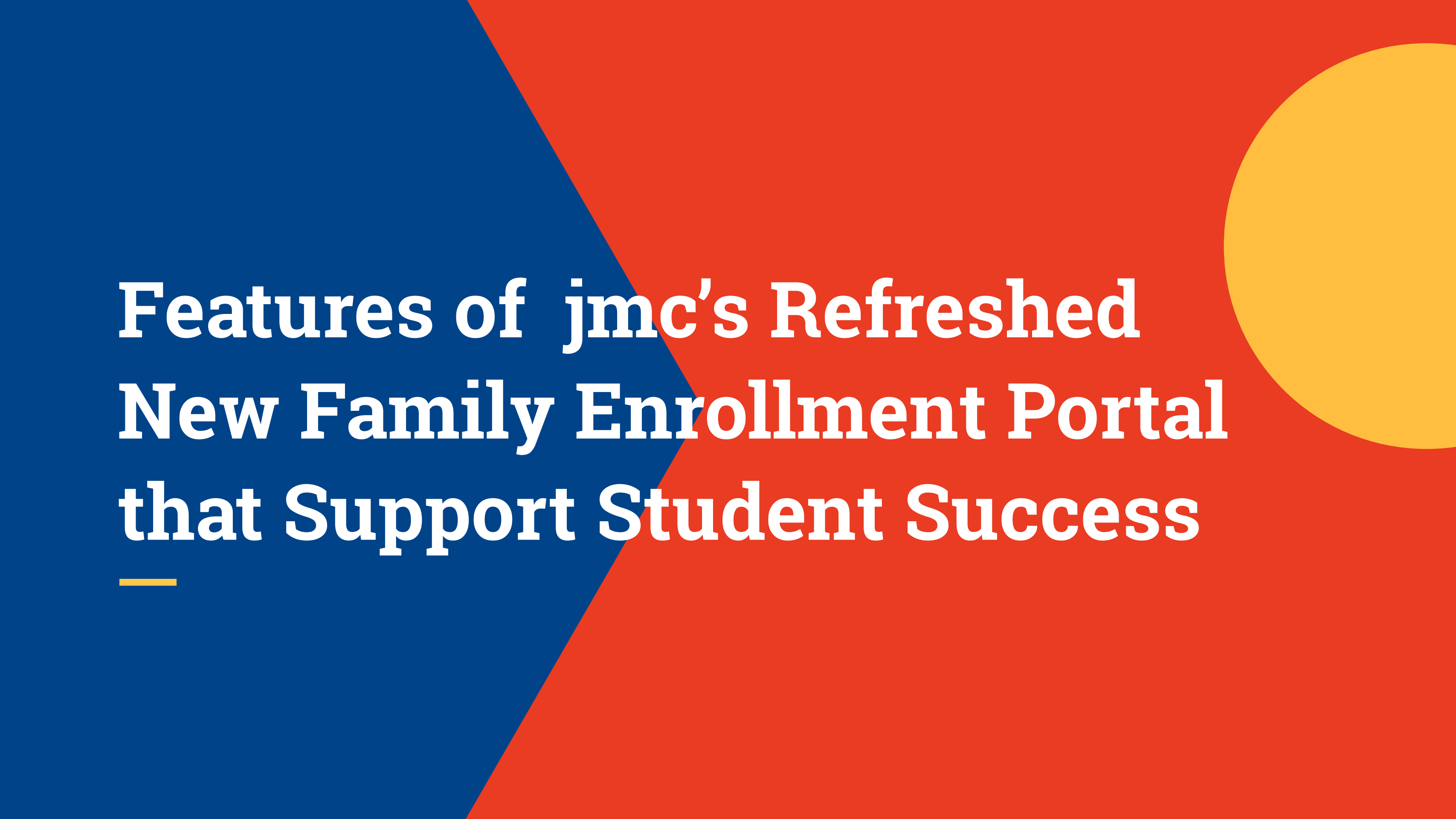
Fun Fact: If you have a change in phone number, easily update it by deleting the old phone number and adding the new one for verification.

Let's take a live look at logging in to the Community Messenger and managing account settings.

The floor is yours! It's time for a little Q&A. Go ahead and share your questions.

Features of jmc's Refreshed New Family Enrollment Portal that Support Student Success
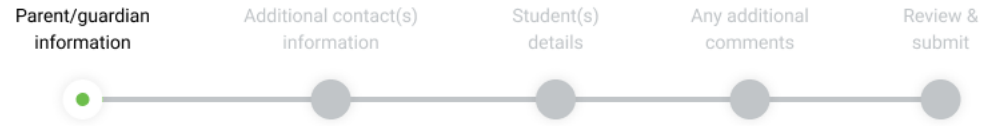
Seamlessly collect prospective family enrollment information

jmc's New Family Enrollment portal streamlines the entire enrollment process, automating data entry tasks, and eliminating the need for manual paperwork. The portal simplifies the submission of enrollment forms for families, while enabling efficient review and processing by office staff.

With improved accuracy and time-saving capabilities, the system significantly enhances the efficiency of the enrollment process, benefiting both districts and families.

Collect Registration Information Simply and Efficiently

Time-saving templates

Collection templates in the New Family Enrollment portal make it easy to create contact and student records with a click. This minimizes manual data entry for administrators and office professionals, allowing them to focus on reviewing submissions and accepting or rejecting them promptly.

Step 1

Enter parent or guardian information

Please provide your contact information.

If you are married, please include your spouse's first name with yours.

Relationship
Parent

First name(s)*
John and Sue

Last name*
McElmury

Address
123 North St

Address 2

City

State

Zip

Preferred Language
English

Email 1*
johnmc@gmail.com

Email 2
johnmc@gmail.com

Phone 1

Phone 1 description

Phone 2

Phone 2 description

Home
- View Student Data
- File
- Edit
- Attendance
- Schedules
- Grading
- Period Attendance
- Discipline
- Activities
- Communication
- Health
- Iowa
- Lunch
- Tuition/Fees
- Standards and Benchmarks
- Message Center
- Form Designer
- Enrollment Forms
  - Family Enrollment Forms
  - Family Enrollment Settings
- Online Payments
- jmc Family
- Teacher Conference Scheduler

Lake City Public School   **12/13/2023 School Day 103**

Pending ▾

Incoming Contacts:

Submitted: 12/13/2023 10:05 AM

Mullens, Milligan

Proposed New Contacts:

Contact: 1

☑ Import Contact

Type: Primary ▾   **Description:** father
Title: Dr.   **First Name:** Milligan   **Last Name:** Mullens
Address: 123 North South St
Address2:
City: Lake City   **State:** MN   **Zip:** 55041
Email 1: m.mullens@doctor.com   **Email 2:**
Phone 1: 987-654-4321   **Phone Description 1:**
Phone 2:   **Phone Description 2:**

Anticipated Start Date: 12/20/23

Contact: 2

☑ Import Contact

Proposed New Students:

Import Student:	Building:	First Name:	Middle Name:	Last Name:	
☑	SY: 2023-2024 109 - Lake City Public ▾	Mandi	Raye	Mullens	1

Prompt response to submissions

Prompt responses help a new family to feel instantly connected and supported at their new school. This is why jmc makes it easy to review and accept or reject submissions quickly, providing timely opportunities to communicate with families directly and address any discrepancies or missing information, ensuring accurate records and fostering collaborative communication.

- ▶ Period Attendance
- ▶ Discipline
- ▶ Activities
- ▶ Communication
- ▶ Health
- ▶ Iowa
- ▶ Lunch
- ▶ Tuition/Fees
- ▶ Standards and Benchmarks
- ▶ Message Center
- ▶ Form Designer
- ▼ Enrollment Forms
  - ▶ Family Enrollment Forms
  - ▶ Family Enrollment Settings
- ▶ Online Payments
- ▶ jmc Family
- ▶ Teacher Conference Scheduler

Proposed New Contacts:

Contact: 1

☑ Import Contact

Type: Primary   **Description:** father
Title: Dr.   **First Name:** Milligan   **Last Name:** Mullens
Address: 123 North South St
Address2:
City: Lake City   **State:** MN   **Zip:** 55041
Email 1: m.mullens@doctor.com   **Email 2:**

Phone 1: 987-654-4321   **Phone Description 1:**
Phone 2:   **Phone Description 2:**

Anticipated Start Date: 12/20/23

Contact: 2

☑ Import Contact

Review All the Details
Everything you need to know to get students up and learning is provided by the family via online enrollment. From family contact details to student needs; it's an easy exchange of information.

Proposed New Students:

Import Student:	Building:	First Name:	Middle Name:	Last Name:	Grade Level:	Birthdate:	Gender:	Cell Phone:
> ☑	SY: 2023-2024 / 109 - Lake City Public ! ⌄	Mandi	Raye	Mullens	10	02/04/09	F	987-654-0099

Easy Acceptance
With just a click of a button, office professionals can accept or reject new applications. Accepting immediately and automatically adds the student to your jmc database, meaning they're ready for scheduling and full school engagement!

[Reject]   [Accept]   [Print]

Step 3
Enter information for your child(ren)

To ensure a smooth enrollment process for your child(ren), please provide the following contact and educational background info.

👤 **+ Add a child**

* Required Field

First name(s) *	Middle name
	John

Last name *	Date of birth *
McElmury	04/08/2023 📅

Gender *
- ⦿ Male ◯ Female ◯ Non-binary

Grade *	Student cell phone	Home language
12 ▾	123-456-7890	English ▾

☐ Child has had a 504 plan
☐ Child has received Special Education services (an IEP)
☐ Child has been part of a Gifted/Talented program
☐ Child needs bussing
☐ Child has attended this district previously

Previous school name	Previous school city

Previous school state	Previous school website
MN ▾	

Add child

👤 **+ Add a child**

Next

Address needs early

Be ready to welcome and support new students before they even set foot in the building, guaranteeing a smoother experience for families and students as they roll into your school.

- Collect IEP or 504 Plan needs during enrollment to guarantee the educational team is ready
- Identify transportation needs during the enrollment process to plan bus routes and transportation logistics more efficiently
- Retrieve past records for returning students, eliminating the need for duplicate entry and saving you (and families) time

+ Add a child

* Required Field

First name(s) *

Middle name
John

Last name *
McElmury

Date of birth *
04/08/2023

Gender *

◉ Male   ○ Female   ○ Non-binary

Grade *
12

Student cell phone
123-456-7890

Home language
English

☐ Child has had a 504 plan

☐ Child has received Special Education services (an IEP)

☐ Child has been part of a Gifted/Talented program

☐ Child needs bussing

☐ Child has attended this district previously

Previous school name

Previous school city

Previous school state
MN

Previous school website

Essential Details
Sharing those important details is easy on both ends—families quickly supply what the office needs to know to connect new students to the learning they need.

Integrated into the Registration Process
Families can quickly and easily communicate student needs from day one, giving them confidence that your school is a great fit for their students.

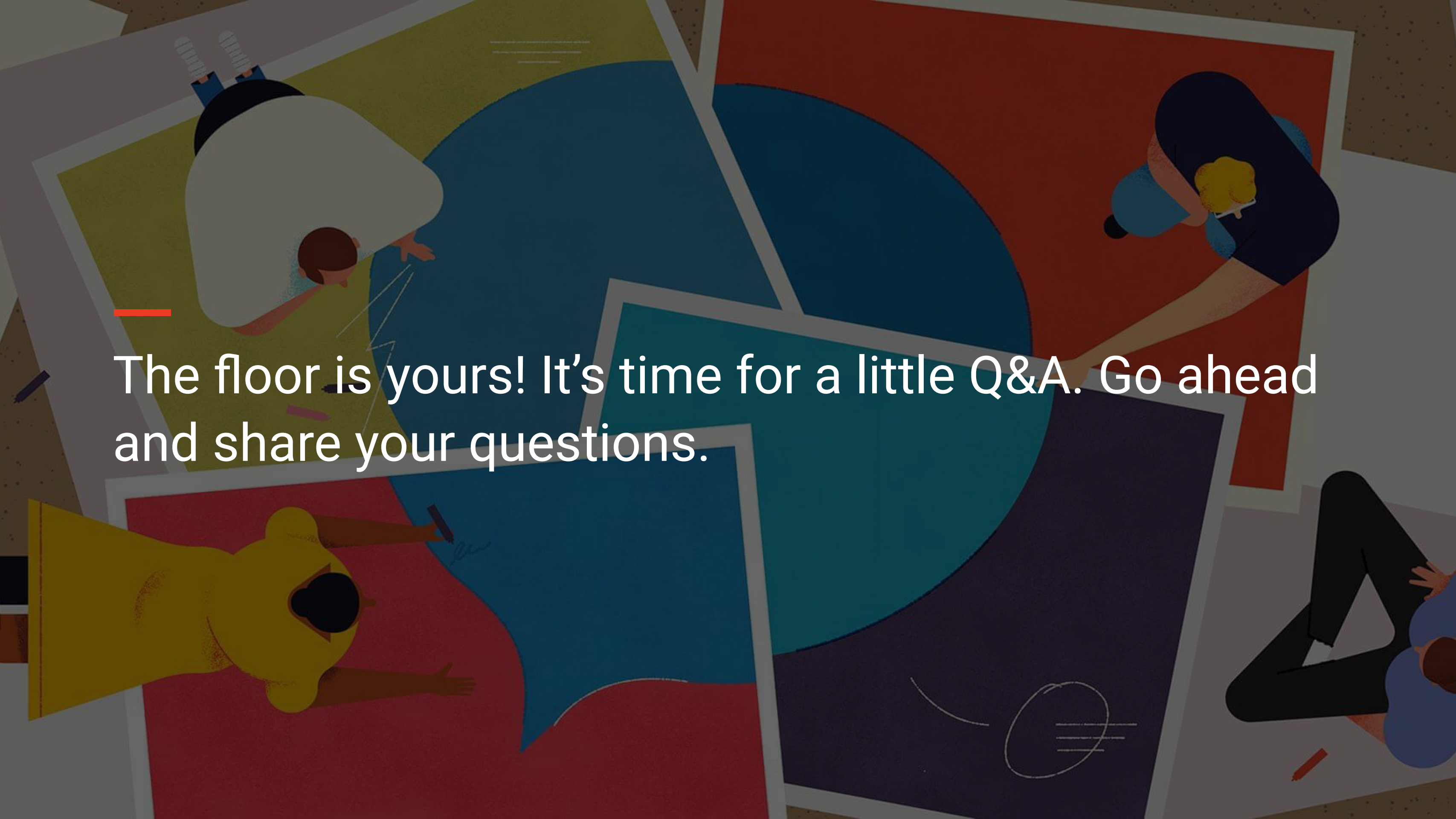**Student Record Retrieval Simplified**
Past records of students who have previously enrolled in the district can be retrieved, eliminating the need for duplicate entry for both the office and families.

Transportation Information
All those little bits that your office used to spend time tracking down is available and integrated into the registration process, including student transportation needs from the get go.
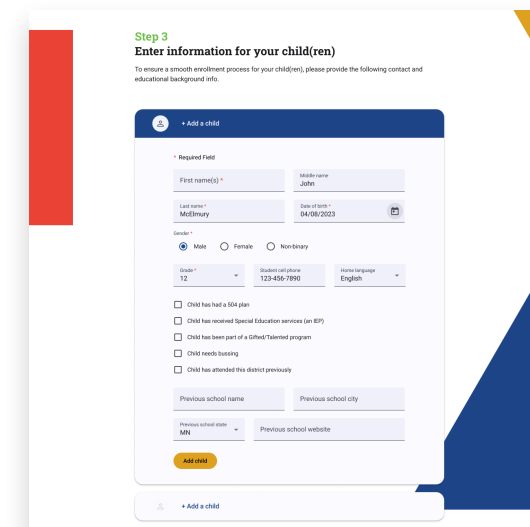
The floor is yours! It's time for a little Q&A. Go ahead and share your questions.
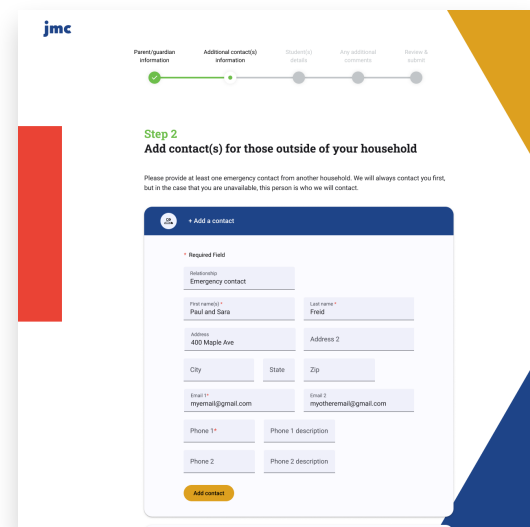
Registration templates make it easy to collect the information your school needs from new families.
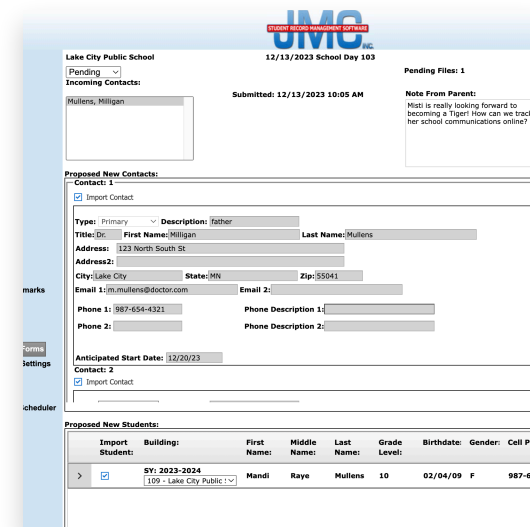
Reviewing registration submissions is quick and easy, allowing admin and office pros to quickly add students to your school database.

Gather information about student needs right away—connecting every student to the supports they need.

Collecting registration info simply and efficiently

jmc makes new family enrollment an easy and inviting process, swiftly connecting new students to all the great learning and activities your school provides.

Support New Families through the Enrollment Process
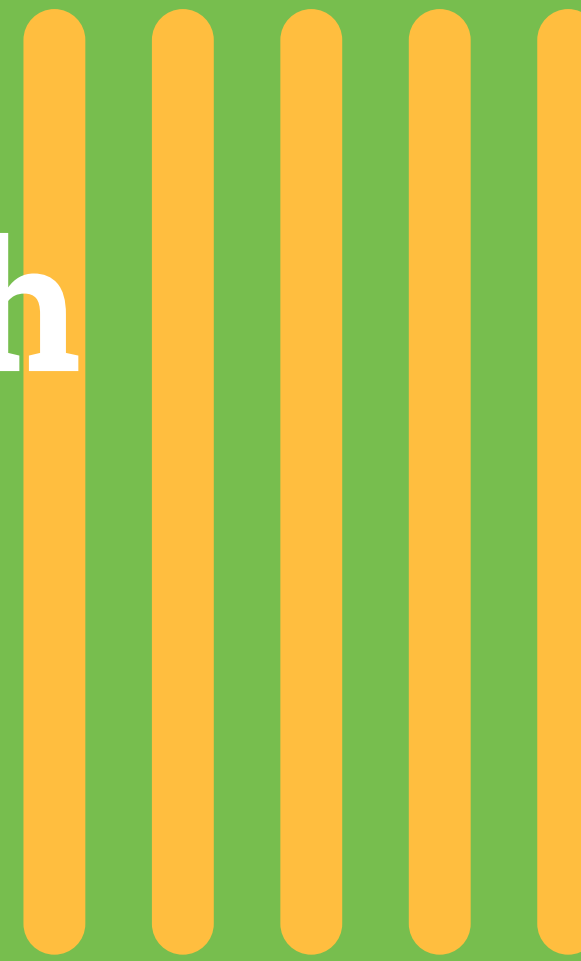
Thanks for choosing Lake City Schools! We're excited to have your kiddos join our educational community.

But first, let's get them officially enrolled! The next steps will require some basic information to get you and your children all set in the district:

- Enter parent/guardian information.
- Provide contact details for other individuals in a separate household associated with this student.
- Enter the necessary information for your new student(s).

Once we have all the required details, we'll be ready to create an engaging and supportive environment for your child(ren) to thrive academically and personally.

Go Tigers!

Get Started

Customizable welcome message and checklist

Invite new families to the enrollment process with a customized welcome message and a list of what information will be asked of them to complete the enrollment application, giving them confidence that your team is right beside them all along the way.

jmc

Welcome future Tiger!

Thanks for choosing Lake City Schools! We're excited to have your kiddos join our educational community.

But first, let's get them officially enrolled! The next steps will require some basic information to get you and your children all set in the district:

- Enter parent/guardian information.
- Provide contact details for other individuals in a separate household associated with this student.
- Enter the necessary information for your new student(s).

Once we have all the required details, we'll be ready to create an engaging and supportive environment for your child(ren) to thrive academically and personally.

Go Tigers!

Get started

Custom Welcome Message
Guide new families through the enrollment process and help them connect with your school by creating custom instructions and messages that immediately help new families feel welcome.

Clear Navigation
We keep it clean and simple, making navigation of the enrollment process simple and straightforward, so you don't lose anyone along the way!

Personalized application responses

Customize responses to auto-send at the end of the registration process, as well as for accepted applications and rejected applications. By creating personalized communications, families receive prompt and relevant information that helps them to feel guided and supported throughout the enrollment process.

High-Five!

Well done! Your student's information has been successfully submitted. We will review the details and get back to you with next steps. If you have any questions, please don't hesitate to contact the school at (612) 456-1209. Have an amazing day!
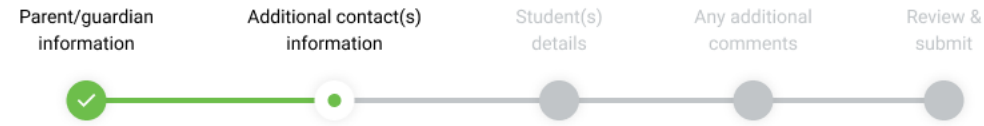
Ok

Log in

Forgot username or password?
Need help? Visit our Help Center!

Start to Finish
New family enrollment is the beginning of a great relationship! Create custom messages that let your families know you are excited to have them, and what they can expect to happen next.

jmc

Step 2

Add contact(s) for those outside of your household

Please provide at least one emergency contact from another household. We will always contact you first, but in the case that you are unavailable, this person is who we will contact.

+ Add a contact

* Required Field

Relationship
Emergency contact

First name(s) *
Paul and Sara

Last name *
Freid

Address
400 Maple Ave

Address 2

City

State

Zip

Email 1*
myemail@gmail.com

Email 2
myotheremail@gmail.com

Phone 1*

Phone 1 description

Phone 2

Phone 2 description

Add contact

+ Add a contact

Next

Contacts from separate households

New families easily add all the contacts needed to ensure student success in their specific situations, even contacts from a separate household. For example, families can add information for an aunt/uncle, grandparent, etc., that they'd like associated with the student. This helps ensure the safety and well-being of your students, making it easy to keep the right people in the know.

Required Field

Relationship
Emergency contact

First name(s) *
Paul and Sara

Last name *
Freid

Address
400 Maple Ave

Address 2

City

State

Zip

Email 1*
myemail@gmail.com

Email 2
myotheremail@gmail.com

Phone 1*

Phone 1 description

Phone 2

Phone 2 description
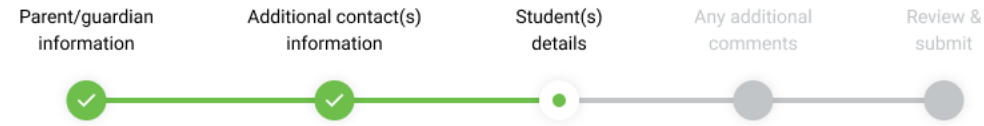
Add contact

Add Additional Contacts
Make sure that everyone is in the know—grandma picking the kids up from school? A neighbor helping out regularly? Make sure they are all get the communication they need to support your students.

+ Add a contact

Next

jmc

Parent/guardian information — Additional contact(s) information — Student(s) details — Any additional comments — Review & submit

Step 3. Enter information for your new student(s)

To proceed with a smooth enrollment process for your student, please provide the following contact and educational background information.

Bill McElmury — Student

+ Add a child

Next

Multiple students connected to a household

Families often have more than one child enrolled in a district, and often at separate schools. They can easily add additional students from across the district to a household, without having to start over. It's all part of the process!

jmc

Straightforward navigation
From start to finish, families can see exactly where they are in the registration process, tracking how close they are to the finish line, and jumping back to any previous page throughout the process.
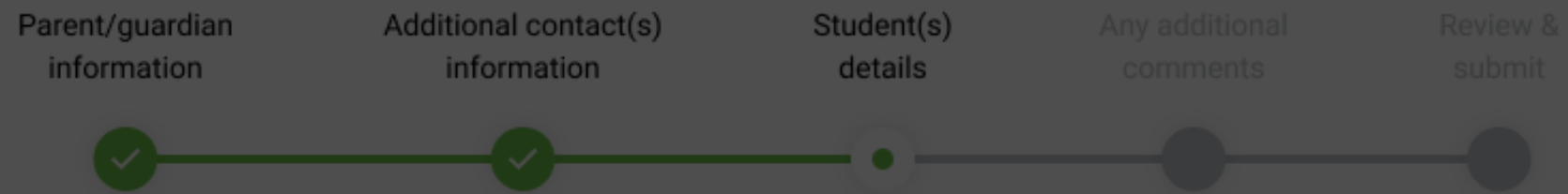
Step 3. Enter information for your new student(s)

To proceed with a smooth enrollment process for your student, please provide the following contact and educational background information.

Bill McElmury   Student

Edit or Delete a Contact
Easily edit the contact information for a contact or delete them instead.

+ Add a child

Multiple students
New families do not have to start the process over for each student. Simply add student details for the whole family, wherever they may land in the district, in one enrollment sitting.

Next

Integrated family account setup

Once the application is accepted in the office, a jmc Family account is created and the family is ready to learn about the benefits of the jmc Family portal. It's just one more way jmc helps your families feel confident and connected, an instant addition to your school family!

Keep the connection going
Once your family has submitted enrollment information, they are ready for the next step in regular connection to your school. Let them know about next steps—including how to access student information through the jmc Family portal.

High-Five!

Well done! Your student's information has been successfully submitted. We will review the details and get back to you with next steps. If you have any questions, please don't hesitate to contact the school at (612) 456-1209. Have an amazing day!
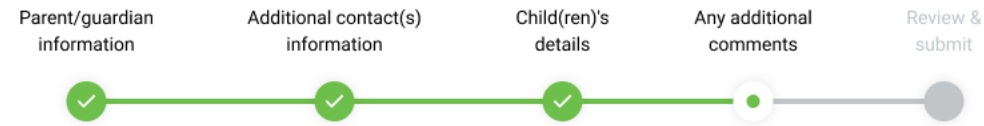
Ok

Log in

jmc

Parent/guardian information — Additional contact(s) information — Child(ren)'s details — Any additional comments — Review & submit

Step 4
Enter any helpful comments about your child(ren)

Feel free to provide any additional information regarding your child(ren) that you think would be helpful to our office.
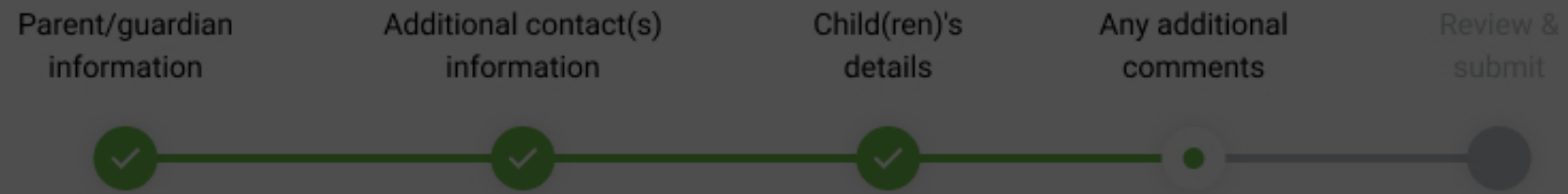
Comments
Hi there! I'd like to introduce my son, John. He excels in math and problem-solving, thriving in hands-on learning. He needs support in language arts, especially writing. We believe John will positively impact your school. Feel free to reach out with questions or concerns.

Thanks!

Go to Review

Additional information to smooth out the transition

Empower families to provide valuable insights and details about their child that may not be captured through your district's standard enrollment forms. This information could encompass specific learning needs, medical considerations, social or emotional factors, or any other pertinent details that facilitate a deeper understanding and better support for the student.

jmc

Parent/guardian information

Additional contact(s) information

Child(ren)'s details

Any additional comments

Review & submit

Step 4
Enter any helpful comments about your child(ren)

Feel free to provide any additional information regarding your child(ren) that you think would be helpful to our office.

Comments

Hi there! I'd like to introduce my son, John. He excels in math and problem-solving, thriving in hands-on learning. He needs support in language arts, especially writing. We believe John will positively impact your school. Feel free to reach out with questions or concerns.
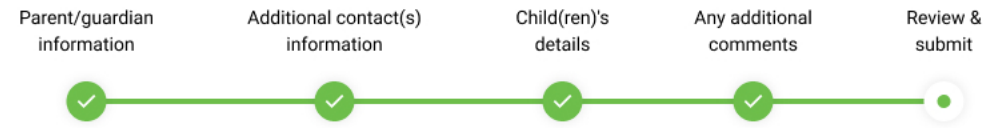
Thanks!

Adding Valuable Insight and Detail
Families can share additional information about their child that they'd like your school to know, fostering better support for their academic and personal success.

Double-Check Before Submitting
New families can quickly review and edit their child's enrollment forms before submitting.

Go to Review

jmc

Step 5

Review what you provided before submitting

Please double-check all the info that you entered and hit Submit once you're done.

Parent/Guardian Information

Relationship	Parent	Email(s)	johnmc@gmail.com email2@gmail.com
Name	John and Sue McElmury		
		Phone	(123)456-7890 (123)456-7890
Address	123 North St Address line 2 City, ST Zip	Start	Field input
Language	English		

Additional Contact

Relationship	Emergency Contact	Email(s)	email@gmail.com email2@gmail.com
Name	Paul and Sara Freid		
		Phone	(123)456-7890 (123)456-7890
Address	400 Maple Ave Address line 2 City, ST Zip		

Student Details

Name	Bill John McElmury	Additional	• Child has attended this

Empower new families with confidence

Before the application is accepted in the office, families can feel confident by reviewing and editing the information provided in each section of your school's new family enrollment forms. By updating enrollment details, families can ensure accuracy and tailor their child's educational experience to better meet their needs.

Name   John and Sue McElmury

                                            Phone   (123)456-7890
Address   123 North St   (123)456-7890
            Address line 2
            City, ST Zip   Start   Field input

Language   English

Review and Confirm Accuracy
New families can easily review
the information they have
entered before submitting their
child's enrollment forms.
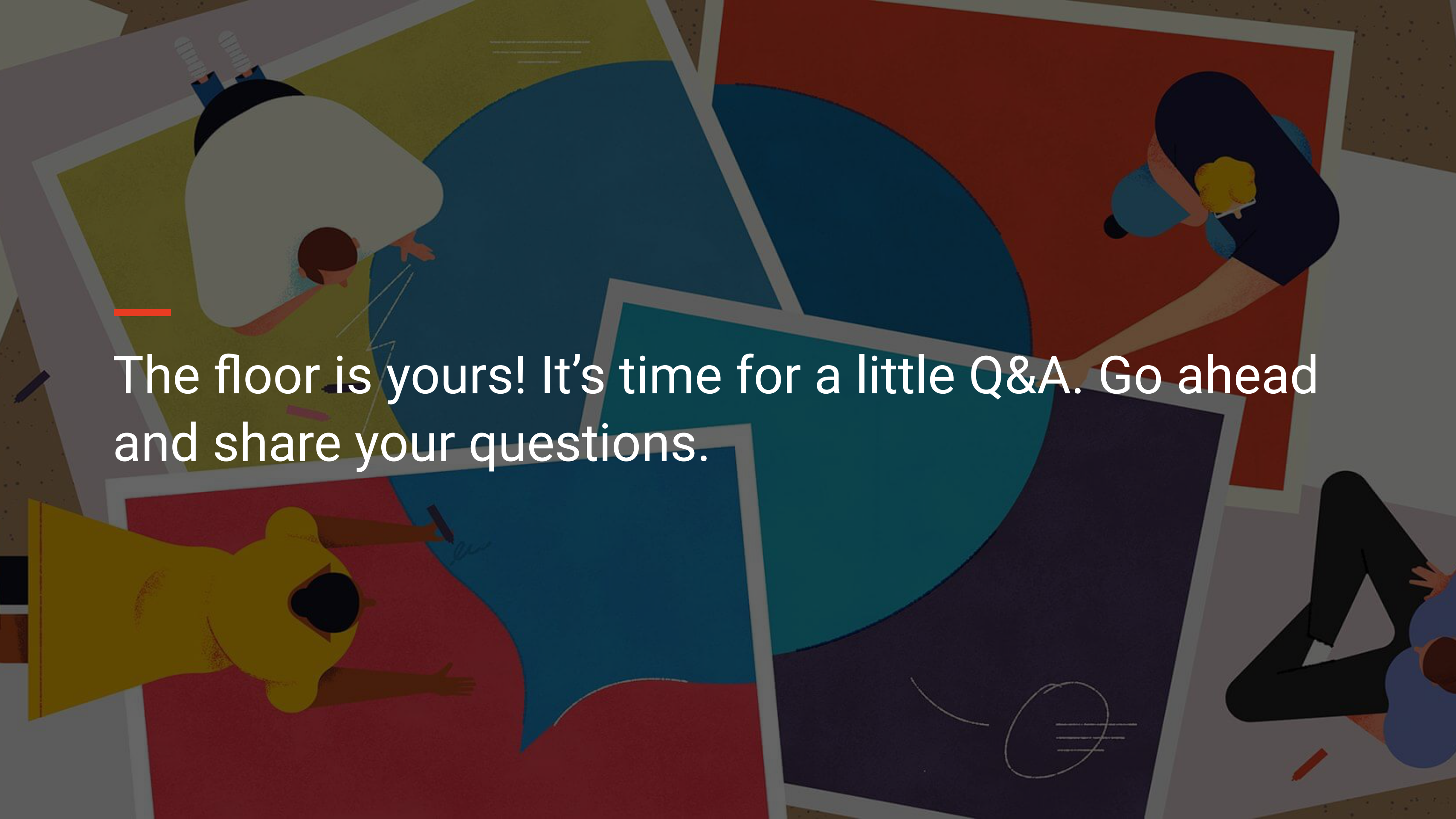
Edit Enrollment Info
New families can quickly
edit information if
something doesn't look
quite right without having to
start the process over.

Additional Contact

Relationship   Emergency Contact   Email(s)   email@gmail.com
                                                    email2@gmail.com
Name   Paul and Sara Freid
                                        Phone   (123)456-7890
Address   400 Maple Ave   (123)456-7890
                Address line 2
                City, ST Zip

Student Details

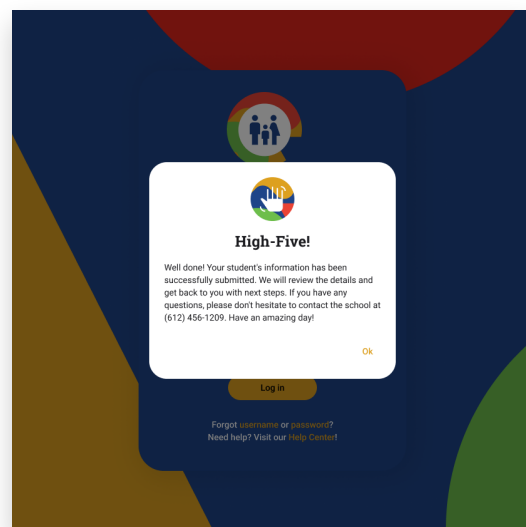Name   Bill John McElmury   Additional   • Child has attended this
                                        Details   district previously
Gender   Male   • Child has had a 504 plan
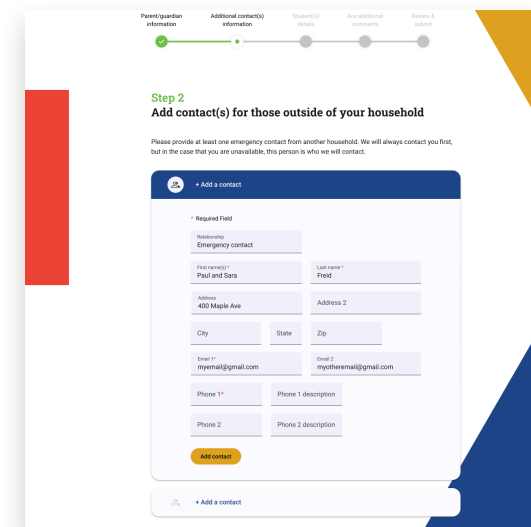
The floor is yours! It's time for a little Q&A. Go ahead and share your questions.
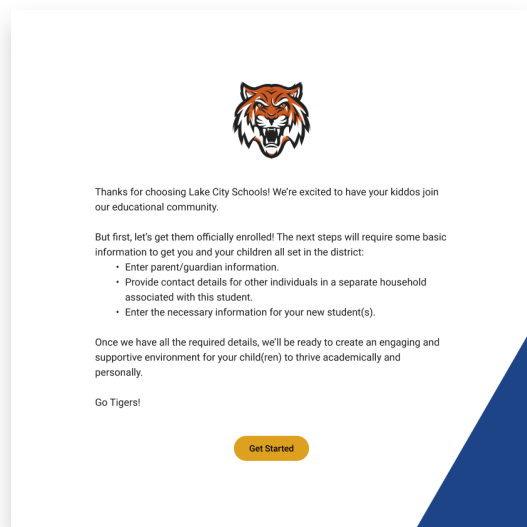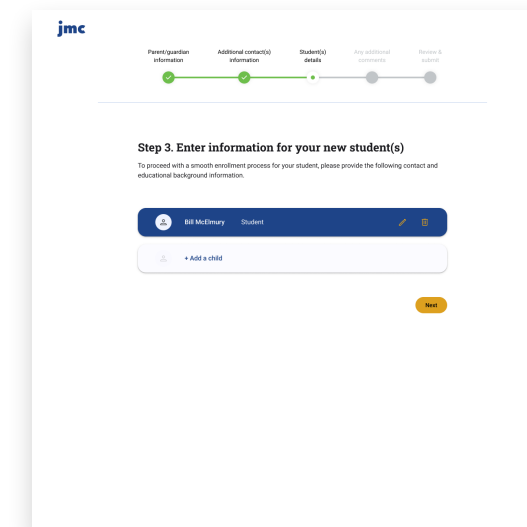
Your custom welcome screen lets families know what to expect and how to connect.

Custom auto-responses make it easy for your staff to direct families to the next step in integrating with your school.

Everyone is included! All the adults who support your students are supported by jmc through easy contact submission and simple school communication tools.

Support for the whole family—every student is enrolled through the same easy process, regardless of where they'll land in your district.

Support new families throughout enrollment

jmc works hard to save you time and energy. With some simple custom messaging and our hard-working support, new family enrollment is a breeze for you and your new families!

jmc News and Upcoming Events!

Sizzling June Conferences

This year, we're getting a head start on all the fun! Join us in Minnesota on June 18 at Plymouth Community Center and Iowa on June 20 at the FFA Center, for jmc learnings, a raffle, and the chance to win a piping hot pizza party for your school 🎉 More details coming soon.

We are looking for a few jmc-superstars!

At almost every school we find an unofficial jmc go-to person. This is the person colleagues contact if they have a quick question about a module. You may hear them sharing jmc tips and tricks with a colleague over lunch. When a jmc training comes up, they're the one nominated to go for the school.
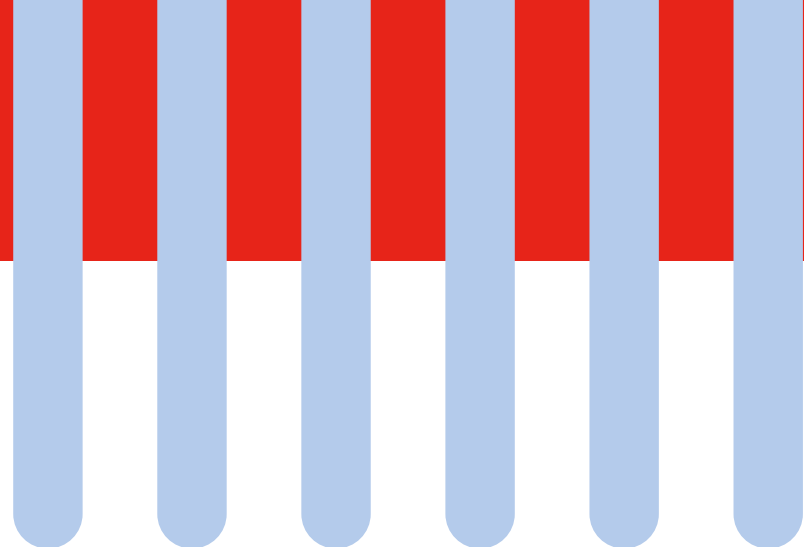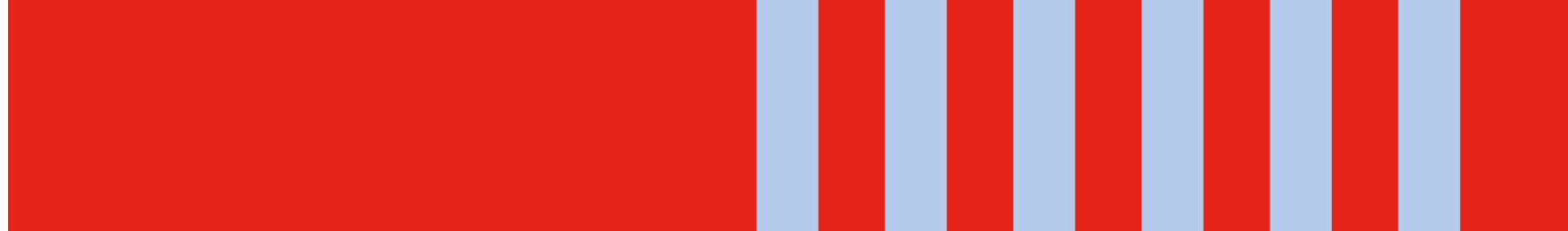
Sound like someone you know? (Or maybe it's you!) Whoever it is that came to mind, we want to meet them. Why? Well, we've learned along the way that these jmc-superstars make the best Client Service Specialists (CSS), and we are looking for passionate part-time client service specialists.

Apply today by submitting your resume and cover letter to **hr@jmcinc.com**!

Brring-brring! Winter check-in calls are coming in hot.

Coming to a phone near you: Our CSS team. They'll be calling your school soon to ensure you've got the jmc training and support you need to be successful. Also included: A rundown of the latest jmc events — and innovations. Speaking of those, have you heard about our robust new Community Messenger Portal? **Get to know this all-in-one tool**.

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Thank You