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Reduce your cost by requesting that all parents downloaded the Textaparent App

TextaParent's new App can dramatically reduce the cost of sending messages to parents and staff.

A sample message is available to send to your contacts to inform them about the app and to request its download. To send the sample message to your contacts,

- ❖ log into your TextaParent account,
- ❖ select your contacts
- ❖ select the 'New App Available!' message from your Templates Tab.

COSTS

The purchasing of credit will remain the same for now. You can still purchase the same bundles that you have previously purchased. We will calculate the amount of credit used per message sent.

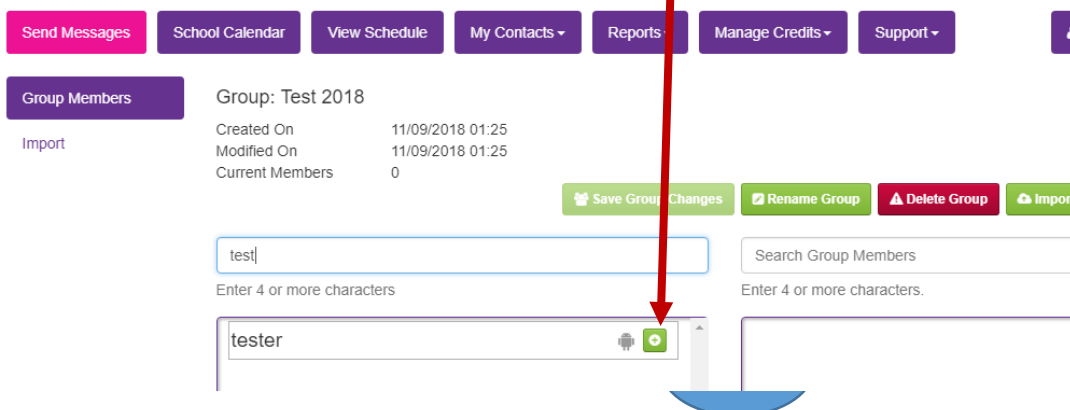
The app is an additional feature of the service that is provided to you at no extra cost.

To add a new contact, go to:

- ❖ My Contacts and then to Individual Contacts
- ❖ Click on the New button add the new contact

To add to a group, go to:

- ❖ My Contacts and the Contact Groups
- ❖ Click on the group that you wish to add the contact to
- ❖ Search for the contact name in your Available contact list on the left of your screen
- ❖ Click on the green + to add contact to the group
- ❖ **Save group Changes**



To upload a list from Excel:

- ❖ Your excel document should have only two columns of data – Column **A** will hold the name and Column **B** will hold the mobile number.
- ❖ The mobile number should not contain any spaces, dashes etc.

	A	B
1	test1	860000000
2	test2	860000000
3	test3	860000000
4	test4	860000000
5	test5	860000000
6		
7		

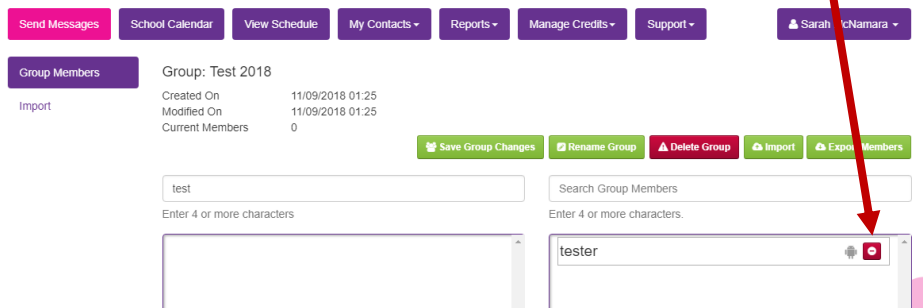
- ❖ In Textaparent click on the group that you wish to add the list of contacts to.
- ❖ Click on the import button.
- ❖ Copy both column A and B from your excel document (there cannot be any empty cells in the copied data)
- ❖ Paste into the area provided and click Preview.
- ❖ If all data copies correctly, you can proceed to save to group

To remove a contact from your account, go to:

- ❖ My Contacts and then to Individual Contacts
- ❖ Search for the contact and click on Delete – *Please note that this will permanently delete this contact*, if you wish to move remove a contact from a group please follow the next step.

To remove a contact from a group, go to:

- ❖ My Contacts and the Contact Groups
- ❖ Click on the group that you wish to remove the contact from
- ❖ Search for the contact name.
- ❖ Click on the red - to add remove the contact from the group
- ❖ Save group Changes



You can rename each group to move them up a year by going to:

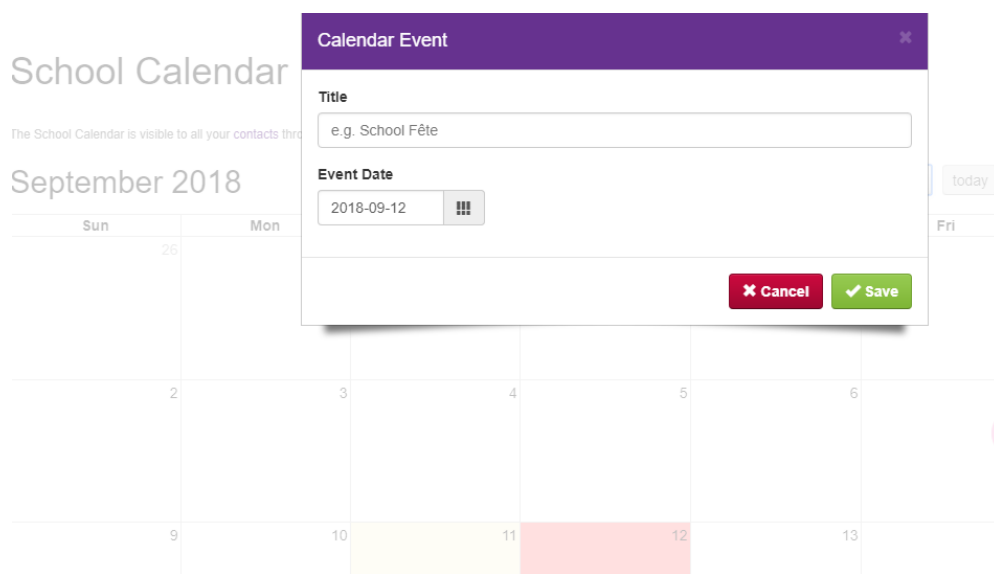
- ❖ My Contacts and Contact Groups
- ❖ Click on the group and the use the RENAME button (e.g. changing 5th 2017 class to 6th class 2018) – ensure that your new group name is not the same as a previous group, this is easiest done by adding the school year.

To Update your school Calendar

The school calendar can be viewed on the parent's mobile device when they have the Textaparent app downloaded.

To upload calendar events on your Textaparent account –

- ❖ Go to the school calendar and click on the date
- ❖ The click on new event



- ❖ Once saved it will display on the mobile App similar to below –

