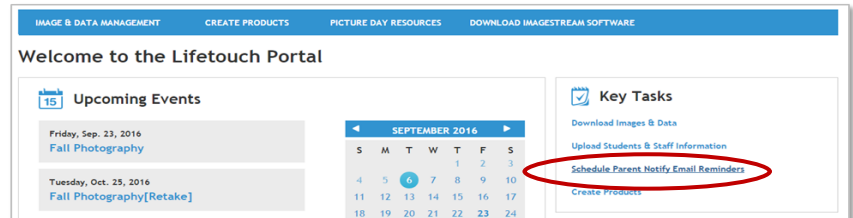# Quick Start Guide

Use Lifetouch's free Parent Notify tool to notify parents about Picture Day and Yearbooks. What makes it great?

- It saves you time and energy - the email reminders are already written
- You'll receive fewer questions - the email reminders are simple and informative
- Email reminders provide families with easy access to online ordering information
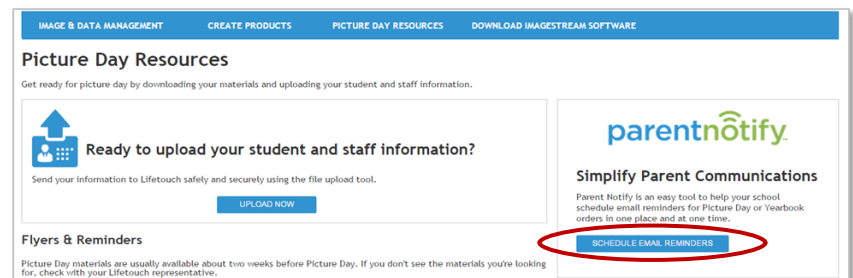
Follow the quick and easy steps below to get started and you'll be a pro in no time!

GET STARTED!

1. From the Lifetouch Portal, click **Schedule Parent Notify Email Reminders.**

2. Click **Schedule Email Reminders**.

3. **Enroll**. Verify the information provided on this School Profile is correct and fill in any missing information. Click **Enroll** to complete enrollment for 2018 -2019 email reminders.
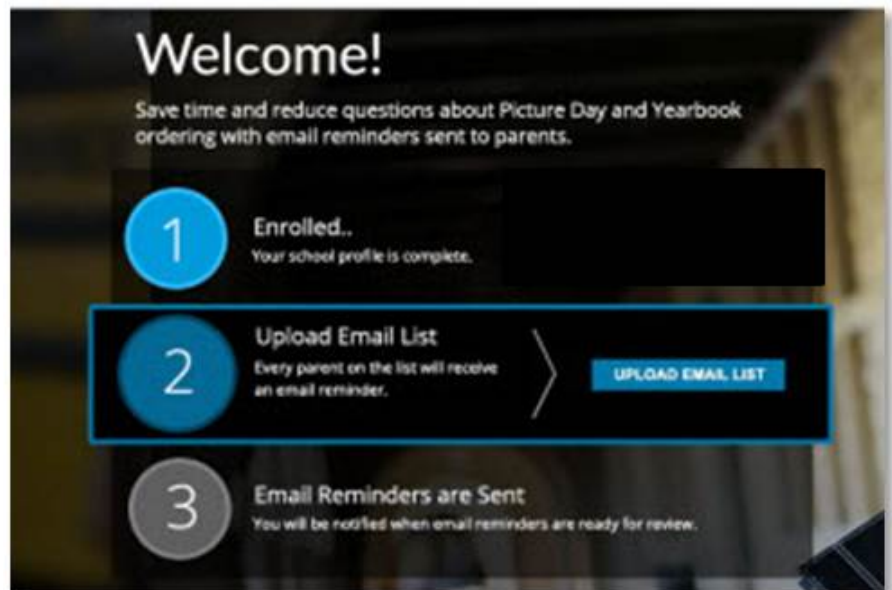
   If you are already enrolled, update your information and click **Save**

   There are three School Profile sections:

   - Primary User is the person who manages Parent Notify on behalf of the school and will receive program updates.
   - **School Information** includes items such as name, phone number, and address.
   - **Email address** includes the name and school email address from whom parents will receive email reminders.
   - A preview will display as information is filled in.

4. **Upload your email list**. When uploading, check the box designated 2018-2019. Follow the prompts . Click **Save**.

5. NEW! After recent updates, additional **Customization** is no longer needed for most schools.

Some reasons to customize include:

- designating a new "email from" address
- uploading a second email list

Parent Notify is simple. After you enroll and upload your email list, email reminders will be automatically sent during the 2018 - 2019 school year to the recipients on your email list.

Lifetouch®