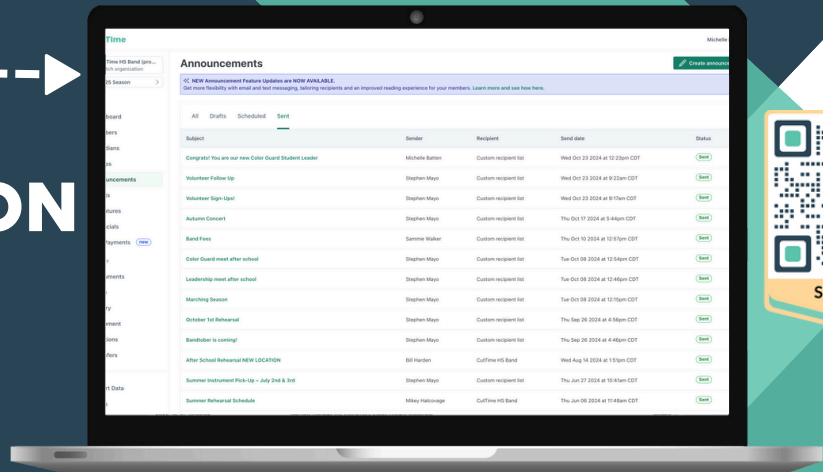# CutTime

COMMUNICATION CHEAT SHEET

FOR NEW CUTTIME USERS

SCAN ME

Communicating with your program members just got a whole lot simpler! Welcome to a more effective way to keep Members and Guardians informed about news, events, volunteer opportunities, balances and more. Your students and guardians receive notifications to view your messages via SMS or Email through their personalized and secure Magic Link. You can also copy fellow staff and other administrators on emails.

ANNOUNCEMENTS

Send or schedule messages by date. Format with bold, italics, bulleted options along with heading and paragraph styles. Choose email or SMS methods and tailor recipients by Group, Filters, or Individuals. Add attachments. Shorten URLs with our custom shortener. Auto save and return to drafts anytime!

EVENTS

Create single, one-off events for unique occasions such as an audition, awards dinner, or championship as well as recurring events like rehearsals, games, and concerts. Add volunteer jobs and ticketing to each.

CALENDARS

Events can be viewed in list and grid calendar formats. Members can view their events via a portal page, plus subscribe to 'sync' directly with their personal calendars. Promote events further via Public and District calendars.

REMINDERS

Automatically sent to volunteers the night before.

HELPFUL ARTICLES

Announcement Creation and Sending

Event and Event Series Creation

District and Public Calendaring

Documents & eSignatures

Individual Calendar Subscription & Syncing

Magic Link Best Practices

SMS & Email Deliverability Tracking

Volunteer Management in Events

COMING SOON

Creating Forms & Questionnaires

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com