

COMMUNICATION CHEAT SHEET

FOR NEW CUTTIME USERS

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Mathema page page Mathema page page Stage mathema pa		Congrats! You are our new Color Guard Student Leader	Michele Batten	Custom recipient list	Wed Oct 23 2024 at 12 23pm CDT	Gent
Anno Andrea Service In Service International	uncements	Volunteer Follow Up	Stephen Mayo	Custom recipient list	Wed Oct 23 2024 at 9:22am CDT	(Bent)
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Approx Barrier Barrier <th< td=""><td></td><td>Autumn Concert</td><td>Stephen Mayo</td><td>Oustom recipient list</td><td>Thu Oct 17 2024 at 5:44pm CD7</td><td>(Sent)</td></th<>		Autumn Concert	Stephen Mayo	Oustom recipient list	Thu Oct 17 2024 at 5:44pm CD7	(Sent)
Later log ward for worker Stater log ward for worker <ths< td=""><td></td><td>Band Fees</td><td>Sammie Walker</td><td>Custom recipient list</td><td>Thu Oct 10 2024 at 12:57pm CDT</td><td>(tent)</td></ths<>		Band Fees	Sammie Walker	Custom recipient list	Thu Oct 10 2024 at 12:57pm CDT	(tent)
Listend years are been ar	¥.	Color Guard meet after school	Stephen Mayo	Custom recipient list	Tue Oct 08 2024 at 12:54pm CD7	(Bent)
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Attem Markard Regime Mark Regime Markard Regime Mark		Marching Season	Stephen Mayo	Custom recipient list	Tue Oct 08 2024 at 12:15pm CDT	(Sent)
Nm attribute data (based maxing (based)		October 1st Rehearsal	Stephen Mayo	Custom recipient list	Thu Sep 26 2024 at 4 56pm CDT	(tent)
et Bran	sons	Bandtober is coming!	Stephen Mayo	Custom recipient list	Thu Sep 26 2024 at 4 46pm CDT	(Bent)
rt Data	fers	After School Rehearsal NEW LOCATION	Bill Harden	CutTime HS Band	Wed Aug 14 2024 at 1.51pm CD7	(Sent)
	rt Data	Summer Instrument Pick-Up – July 2nd & 3rd	Stephen Mayo	Custom recipient list	Thu Jun 27 2024 at 10:41am CDT	(Seet)
		Summer Rehearsal Schedule	Mikey Halcovage	CutTime HS Band	Thu Jun 06 2024 at 11:48am CDT	(Bent)

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