

How To Create A Broadcast Group And Send A Message In CrownSIS

Creating a broadcast group in CrownSIS allows you to send messages to multiple users simultaneously, streamlining communication within your school management system. Here's a step-by-step guide on how to create a group and send a message to that group.

Step 1: Create a Broadcast Group

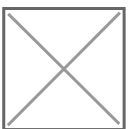
1. Access the Communication Section:

- Log in to your CrownSIS account.
- From the left navigation bar, click on **Communication**.
- Select **Groups** from the options.



1. Create a New Group:

- A modal window will open where you need to enter the **Group Name**.
- Click **Submit** to create the group name.



1. Add Members to the Group:

- After creating the group, the next step is to add members.
- You will be presented with a list of students, parents, and staff.

- Use the filters to locate specific users and allocate them to the group.
- Once you've selected all the desired members, click **Submit** to finalize the group.



2. Your group is now successfully created and will be listed under the **Groups** section.



Step 2: Send a Message to the Group

1. Compose a Message:

- In the **Communication** section, click on **Compose**.
- Under the **To** field, you will see a list of the groups you've created.
- Select the group you wish to send the message to.

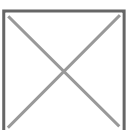


1. Write the Message:

- Enter the **Subject** of the message.
- Compose the **Description** or body of the message.
- If needed, you can upload any relevant files to attach to the message.

2. Send as Email (Optional):

- If you wish to send the message as an email, toggle the button located at the top right corner.



1. **Send the Message:**

- Click on **Send Message** , and the message will be sent to all members in the group.

By following these steps, you can efficiently manage group communications within CrownSIS, ensuring that important messages reach the right audience quickly and effectively.

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