



## Class Reps Sending class emails via Stamford Green Primary School PTA Website

Class Reps can use the PTA Events website to email all those registered to their class. This can be used to provide reminders to parents about upcoming events, to encourage parents to volunteer for PTA Events which are held throughout the year, or to inform parents of any social events planned for the year.

To send an email, login to your PTA events account at <https://www.pta-events.co.uk/sgpta> or by clicking on the button on the top right of the Stamford Green Primary School website.

Once you have access to your account, from the Homepage select 'My Account' from the top righthand side of the page, then select 'Class Mailing Lists'.

The screenshot shows the website's navigation bar with 'My Account' and 'Logout' options. Below, the user's account details are displayed for 'CIARA DUFFY (45503)'. The 'Class Mailing Lists' tab is selected and highlighted with an orange arrow. The account details form includes fields for First Name (Ciara), Last Name (Duffy), Address 1, Address 2, Town (Epsom), and County (Surrey). A yellow banner above the form reads 'Please use the form below to update your account details'. On the left, there is a 'WHAT'S ON' section with event listings for Fireworks, Christmas Market, and Santa's Grotto. On the right, there is a 'CAN YOU HELP?' section and a 'TWEETS BY @STAMFORDGREEN' section. The Windows taskbar at the bottom shows the date as 11/09/2017 and the time as 10:34.

You will see a screen with the class your child is registered to. If you are a Class Rep you will see an envelope icon beside the class details, this means you are able to send a message to everyone registered in the class.

The screenshot shows the website interface for the Stamford Green Primary School PTA. The main navigation bar includes 'About Us', 'Shop', 'Admin', 'My Account', and 'Logout'. The 'Class Mailing Lists' section is active, displaying a table with columns for Name, Class, Year, Share, Delete, Contacts, and Message. The table lists two classes: James Higginbottom (2B, 2017-2018) and Joshua Higginbottom (RV, 2017-2018). An orange arrow points to the envelope icon in the 'Message' column for the RV class. Other sections include 'WHAT'S ON' with events like Fireworks, Christmas Market, and Santa's Grotto; 'YOUR COMMITTEE' with members Louise Druce and Louise Dennis; and 'CAN YOU HELP?' with a message about volunteer tasks.

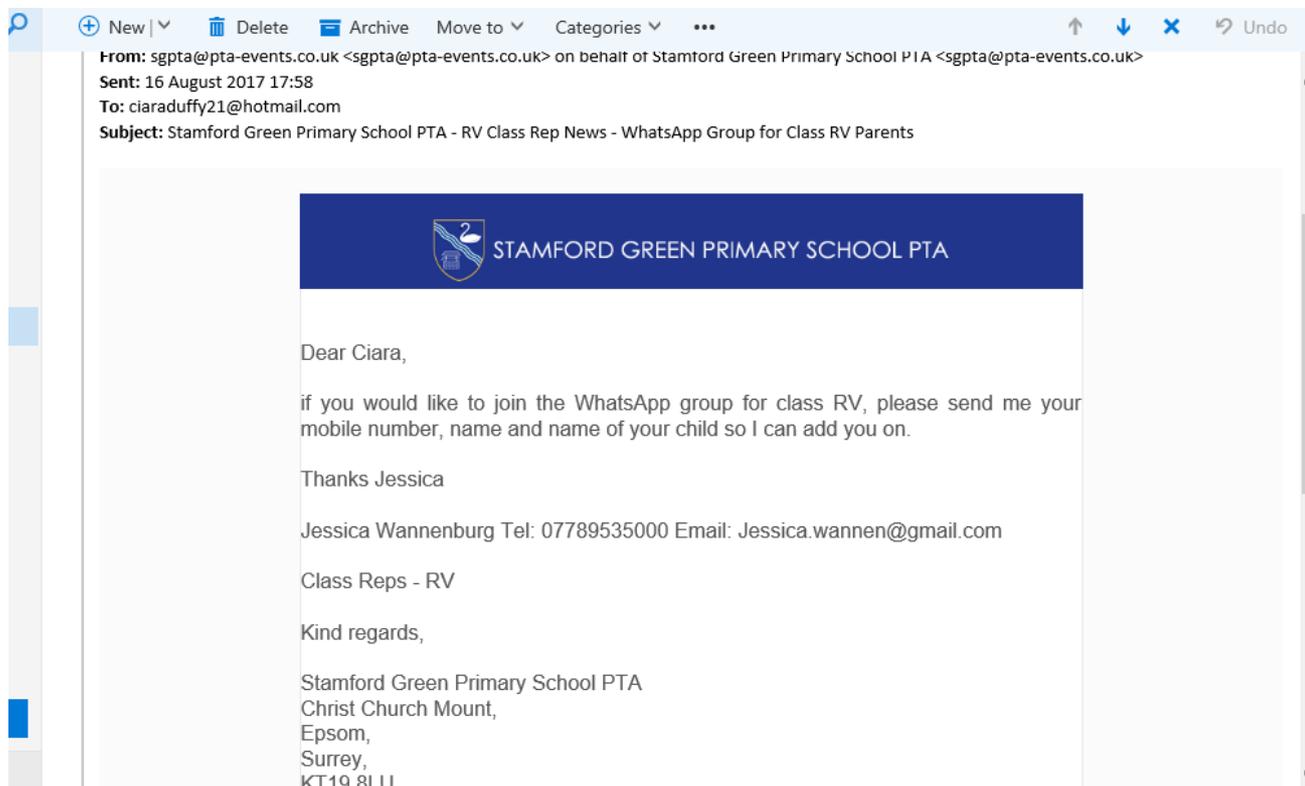
Name	Class	Year	Share	Delete	Contacts	Message
James Higginbottom	2B	2017-2018	✓		(20)	
Joshua Higginbottom	RV	2017-2018	✓		(22)	

Simply click on the envelope and a separate screen will pop up allowing you to write your message to the class. You do not have to input 'Dear' or 'From', the system will automatically pre-populate each person's name at the top of the email and will sign it off from you. You also have the option to add attachments to your message.

The screenshot shows a modal window titled 'SEND MESSAGE TO RV (2017-2018)'. The 'Subject' field contains 'Class photo reminder'. The 'Message' field contains 'Class photo's will be taking place on.....'. Below the message field, there is a note: 'Please don't worry about Dear or From as this will be done automatically.' There are two 'Attachment' fields, each with a 'Browse...' button and a note: 'Maximum file size is 2mb (2048k)'. At the bottom right, there are 'Send' and 'Close' buttons.

Once you press 'Send' you will receive confirmation that the message had been successfully delivered to recipients.

The email will appear in the recipient's inbox from [sgpta@pta-events.co.uk](mailto:sgpta@pta-events.co.uk) and will include the Class Reps contact details on the email.



In order for the class emails to be fully effective, we need all parents to register on the PTA Events website and to register their child to their current class. Please can you encourage all parents in your class to register on the site as soon as possible.

If you have any queries regarding registration for the website, please email [ptastamfordgreen@gmail.com](mailto:ptastamfordgreen@gmail.com).