Personal, Group, Volunteer and Mass Reminders

All MSC Reminders are Pop-Up messages on the touch screen kiosk. Reminders are the first thing people see when they check in. They pop up on the screen and cover the entire screen. You have to touch OK to make them disappear. Reminders are great for communicating through the touchscreen.
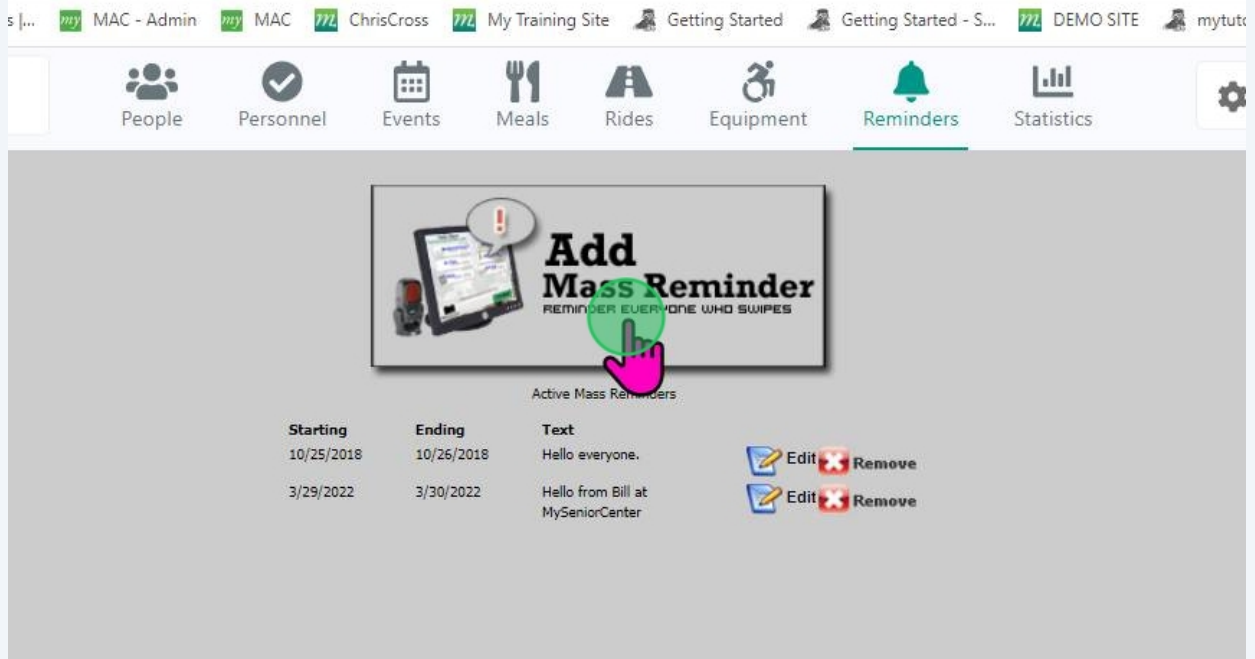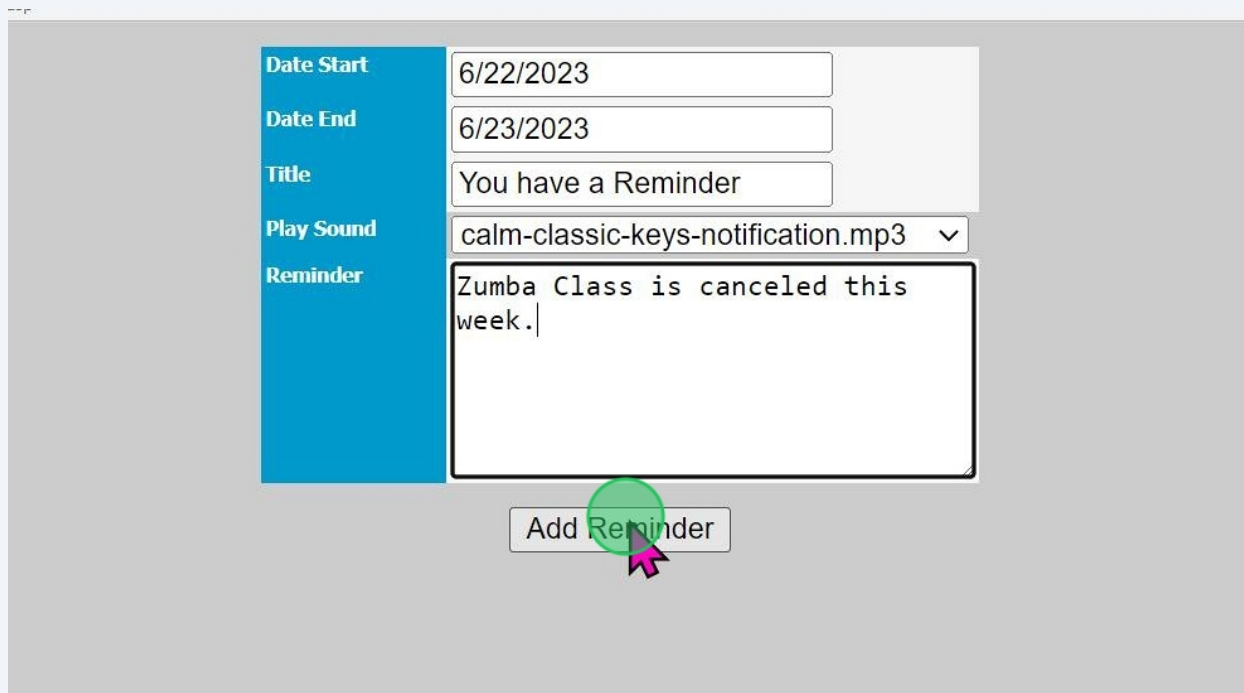
Mass Reminders

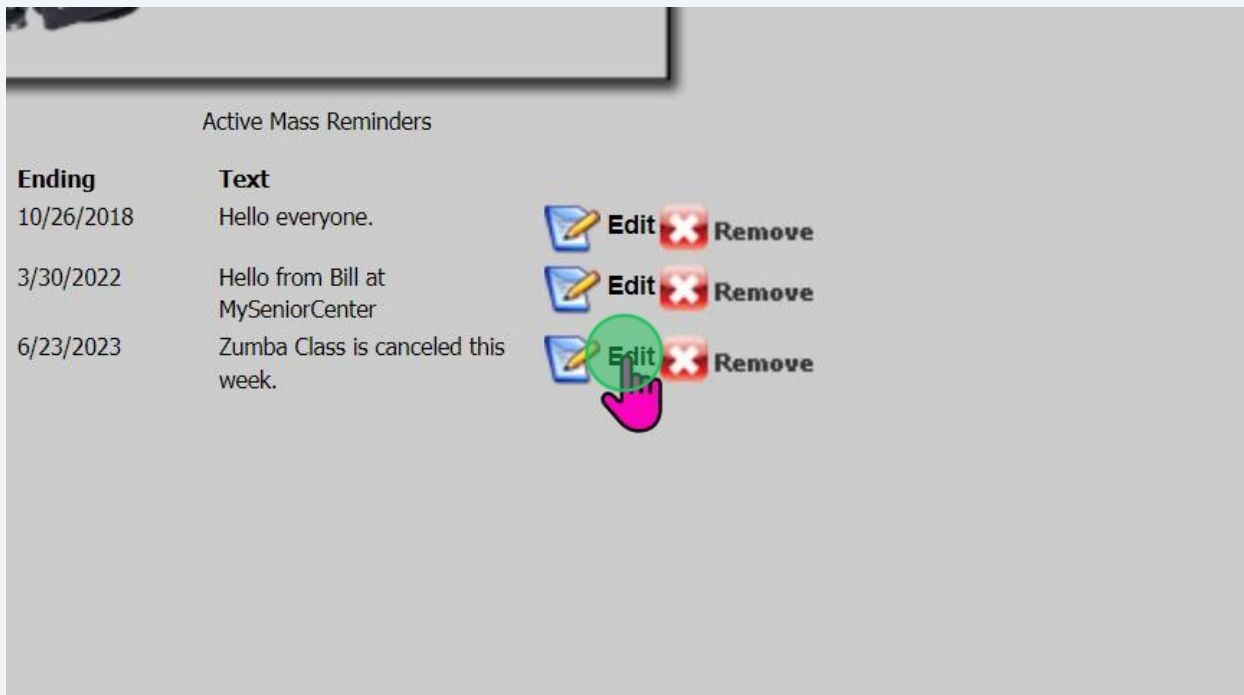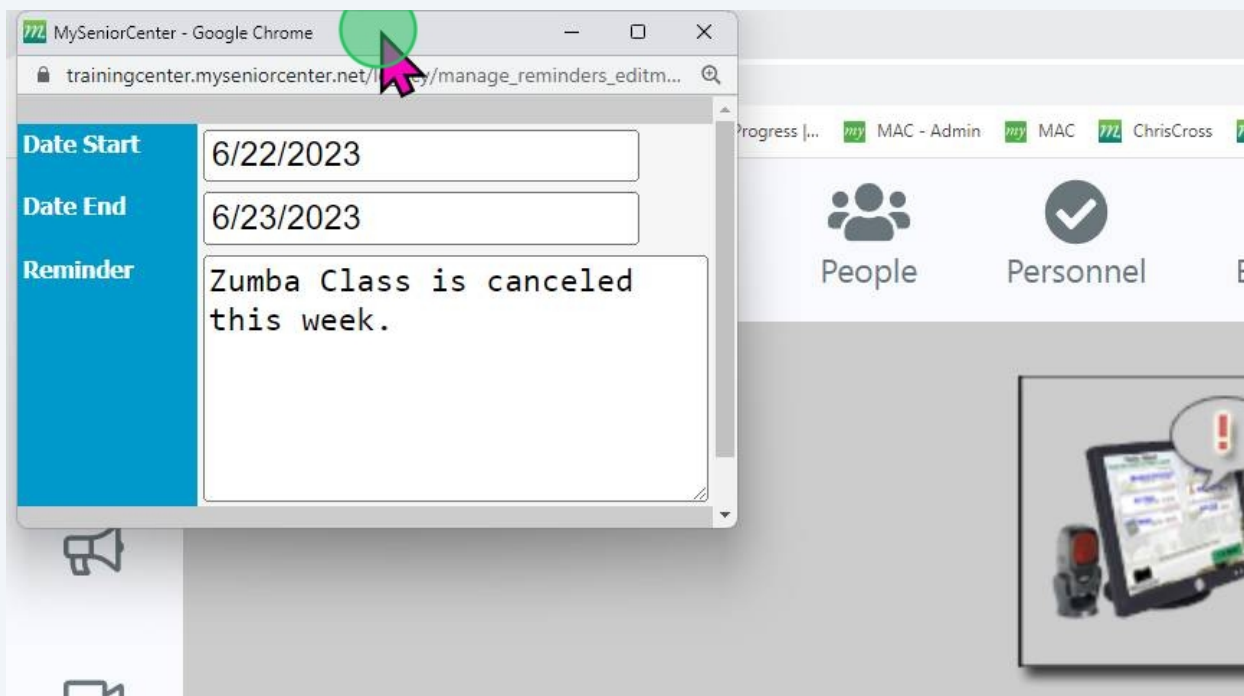**1**   Click "Reminders"

2   Click "Add Reminder"

3   Fill in a starting and ending date. If you have a reminder run for a week and a person comes in every day that week, they will see that reminder every day that week. You can enter any title you like, choose a sound effect and then type out your message and click Add Reminder.
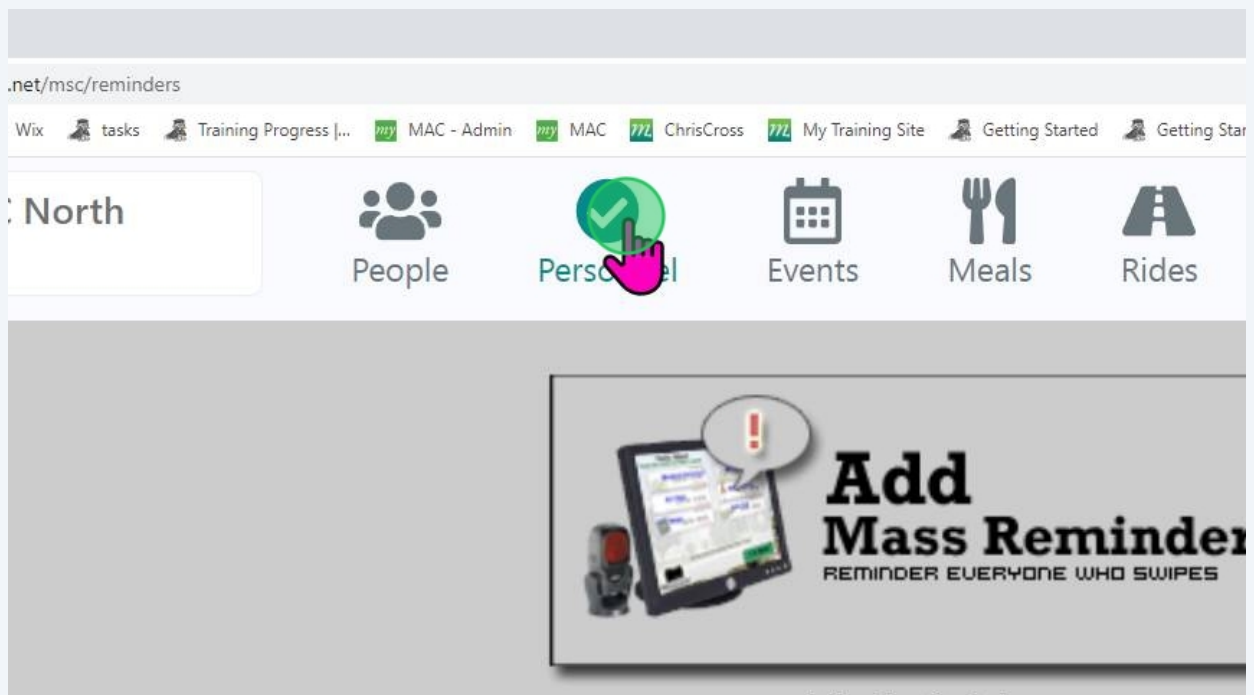
4 You can recycle reminders by editing them....

Active Mass Reminders

Ending	Text		
10/26/2018	Hello everyone.	Edit	Remove
3/30/2022	Hello from Bill at MySeniorCenter	Edit	Remove
6/23/2023	Zumba Class is canceled this week.	Edit	Remove

5 and changing the dates.

MySeniorCenter - Google Chrome

trainingcenter.myseniorcenter.net/........y/manage_reminders_editm...

Date Start 6/22/2023

Date End 6/23/2023

Reminder Zumba Class is canceled this week.

Progress |...   MAC - Admin   MAC   ChrisCross
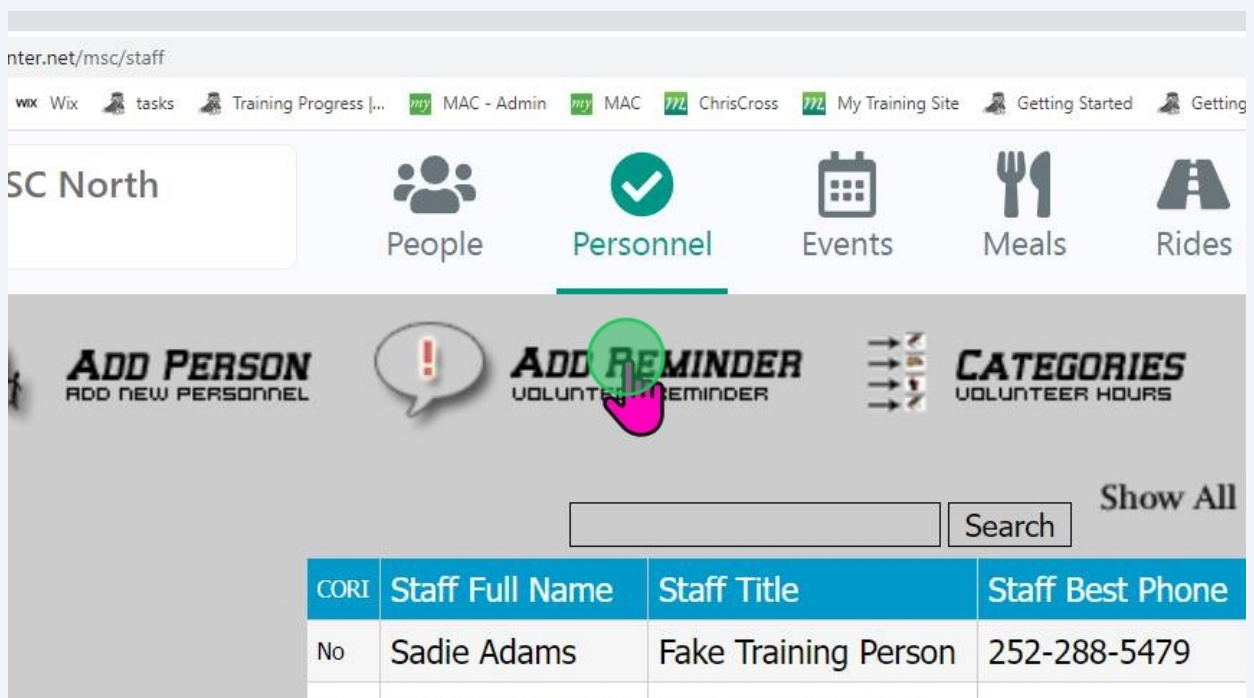
People   Personnel

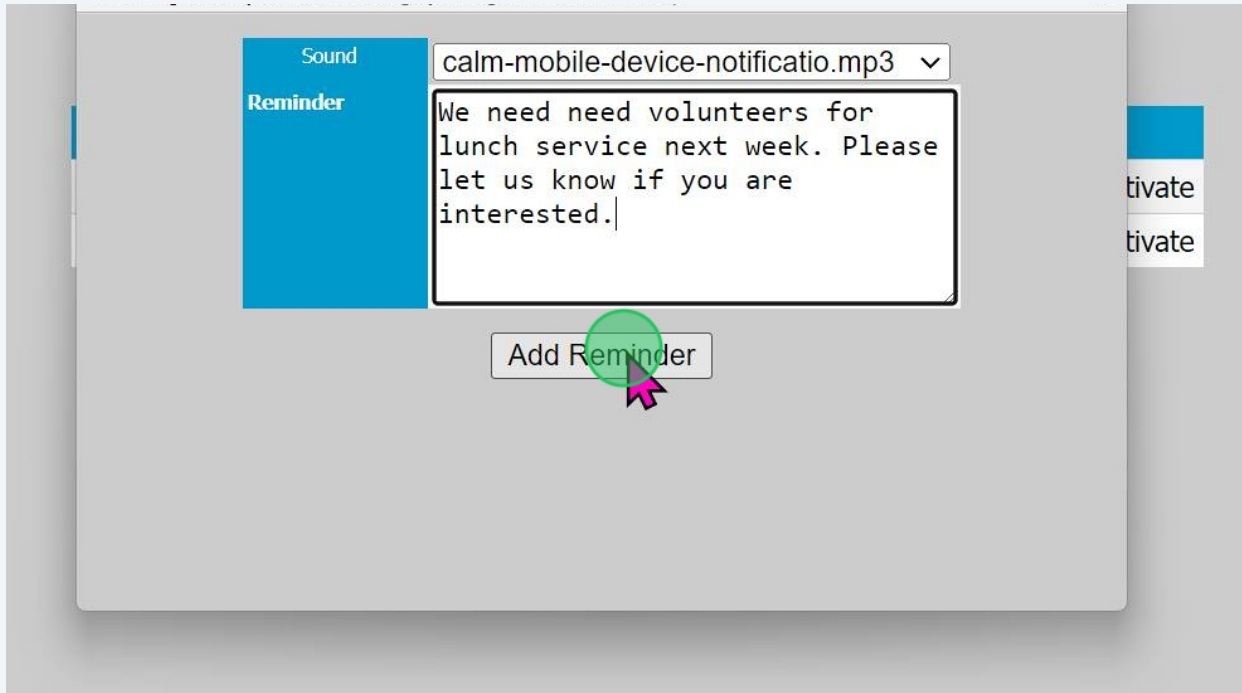# Volunteer Reminder

6 Click the "Personnel" tab

7 Click Add Reminder

8 This is the same thing but these reminders only show up for volunteer. These reminders show once, the next time they check in.

Personal Reminders

9 Click the "People" tab.

10 Click a Person.

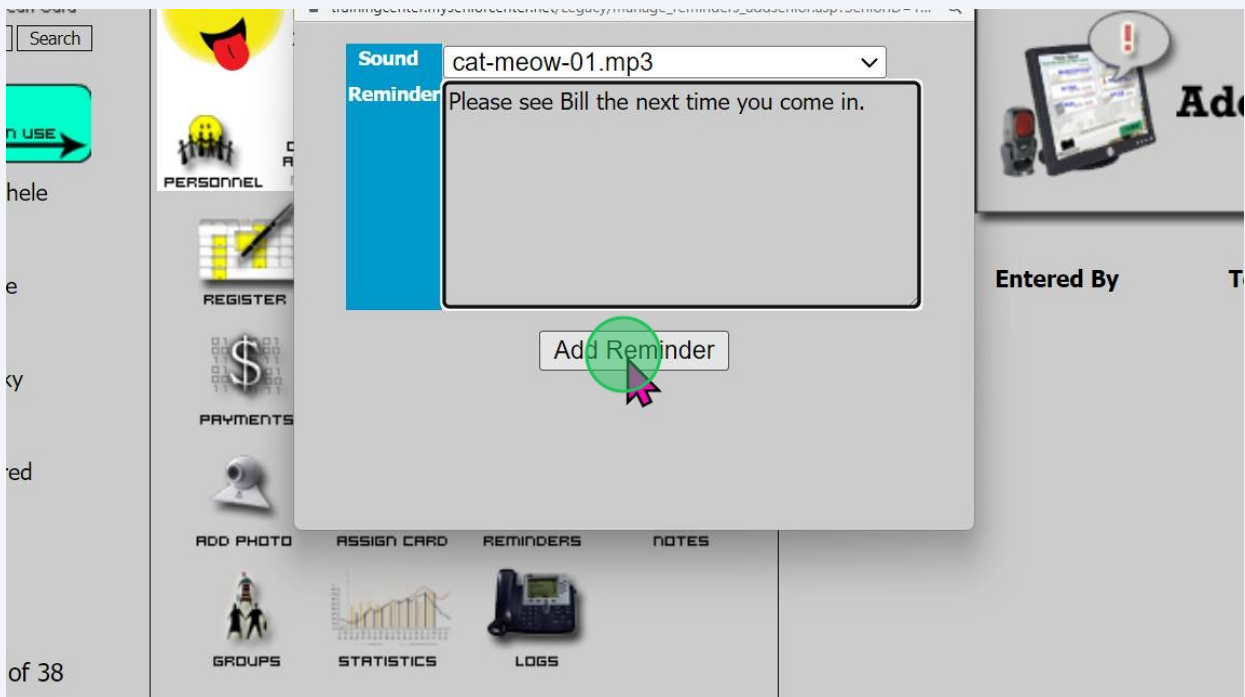**11** Click that person's Reminders icon.

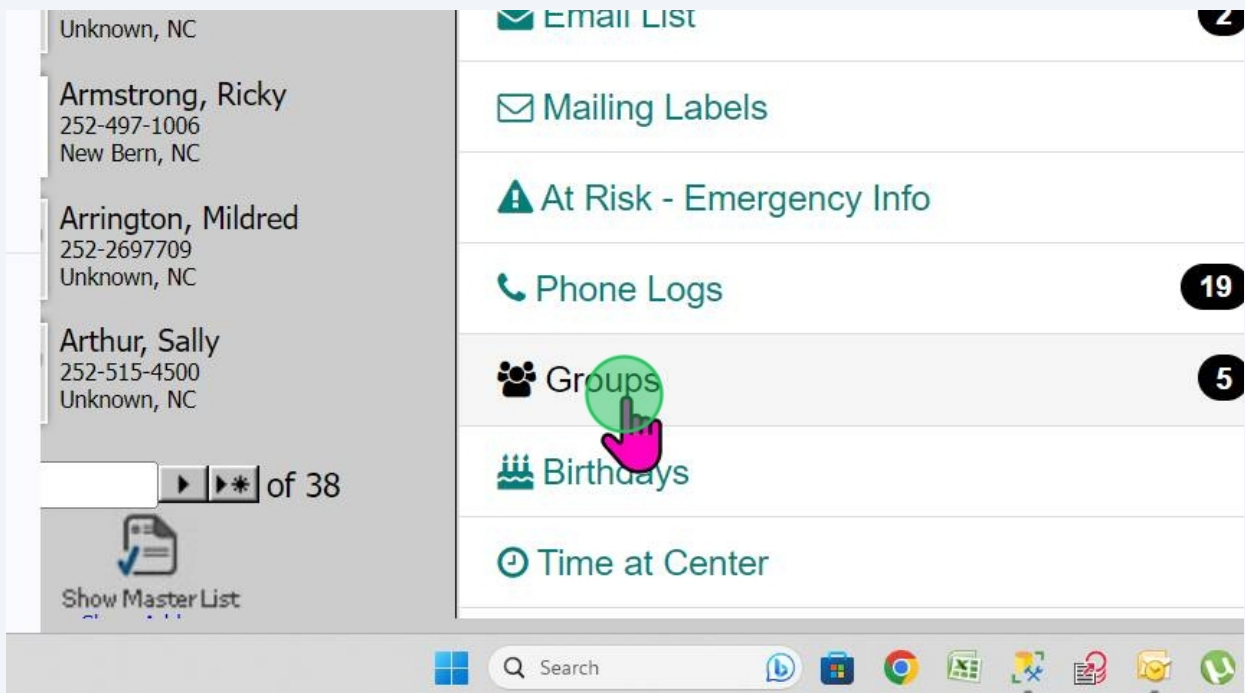**12** Click "Add Reminder" on the right.
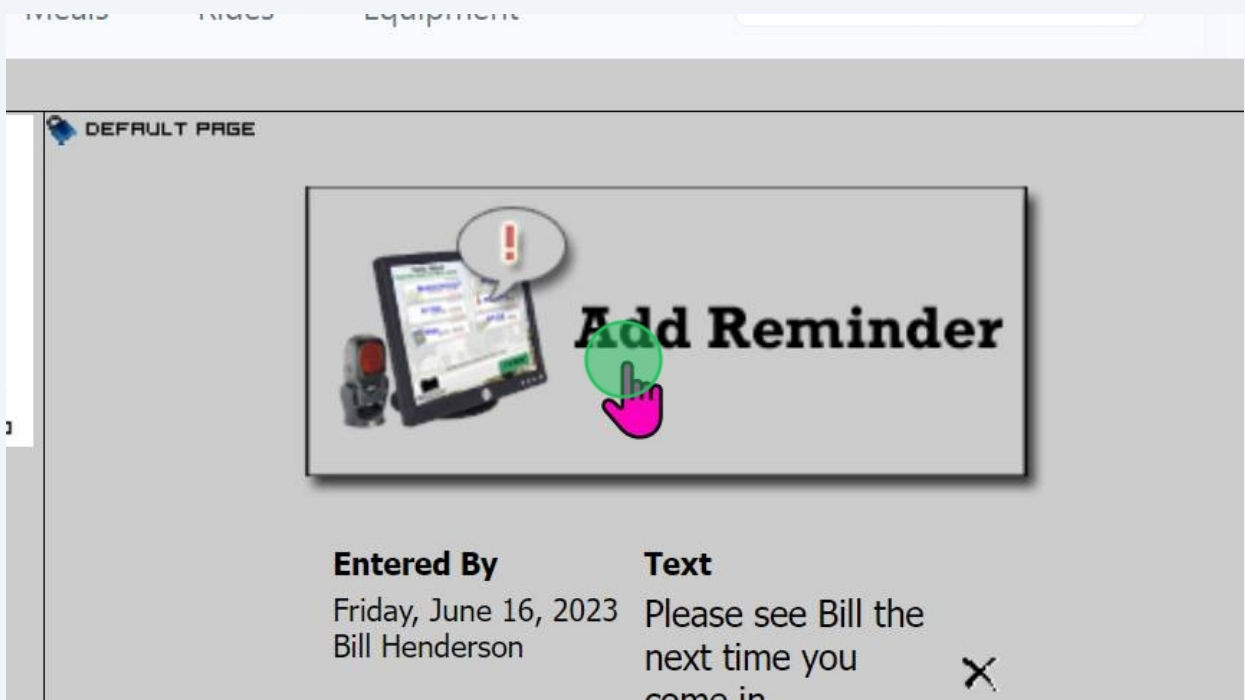
13 This is a personal reminder and will only show up for this person. It shows up the next time they check in and it shows up once.
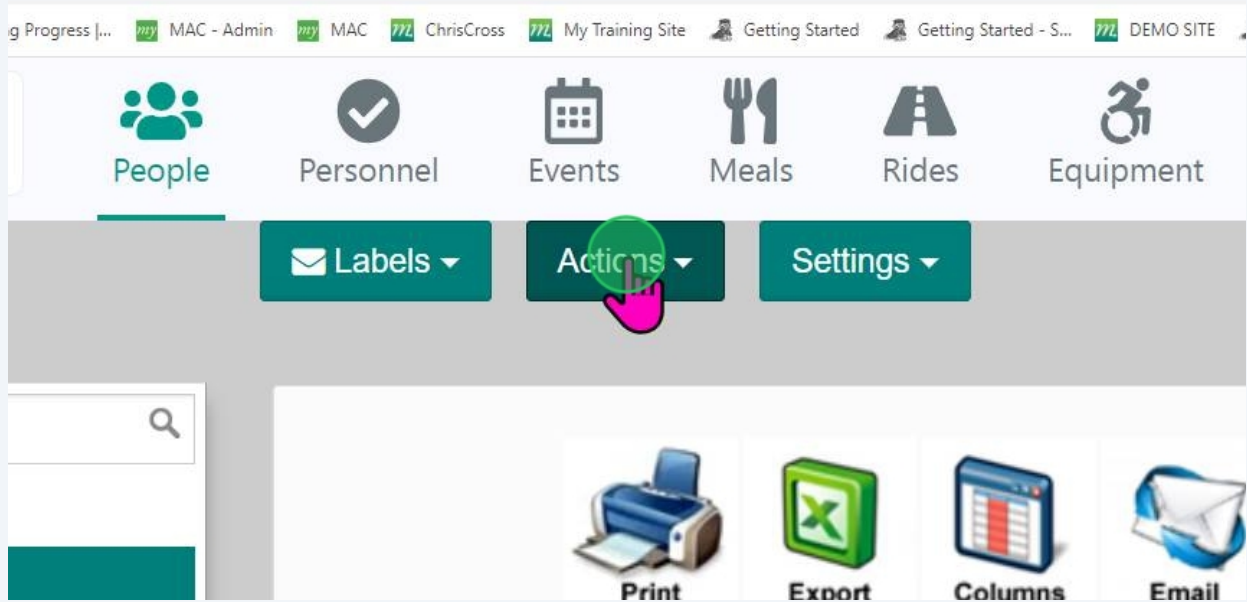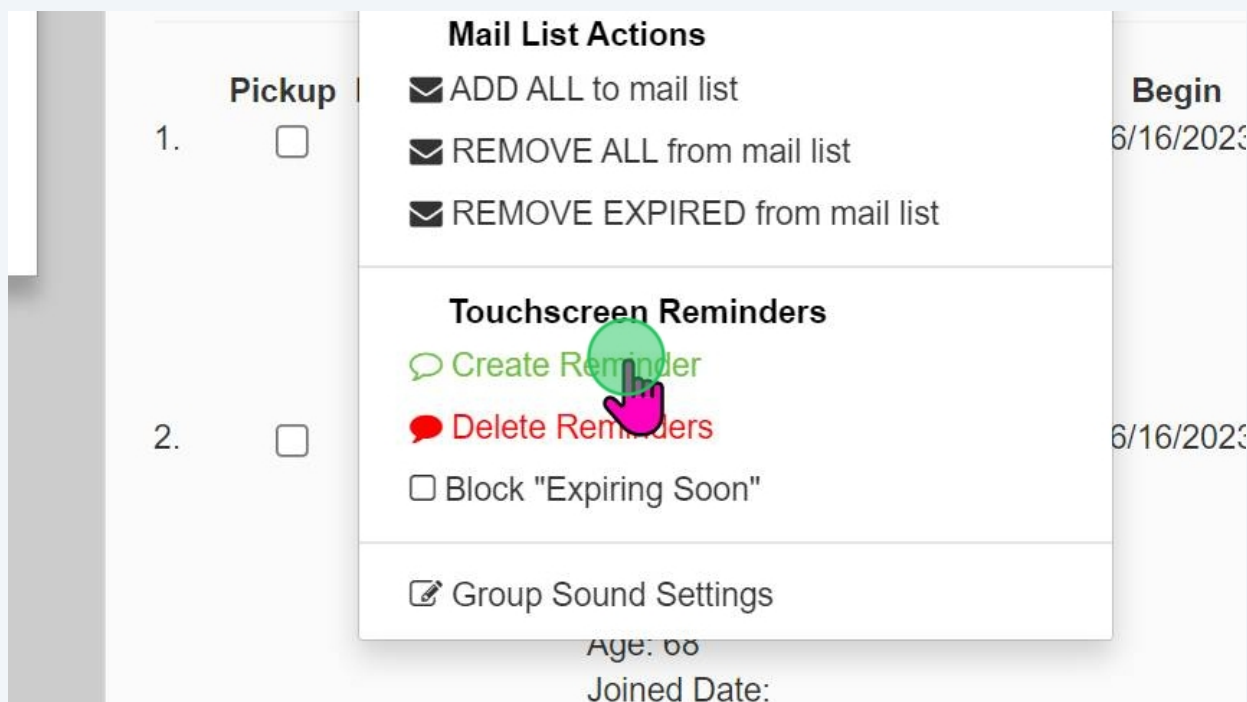

Group Reminders

14 Go to the people tab and click the Groups link in the center pane. If you cannot find it click Show All above the search box.

15 Select a group and click the Actions drop down list.

16 Click "Create Reminder".

17 This is the same thing but these reminders show up for anyone in the group at the time you created the reminder. These reminders show once, the next time they check in.