

# Message My Way



Message My Way is our main communication method with parents/caregivers and the system allows us to send two types of messages:

## Normal Messages

- This is used to keep you up-to-date with happenings around the school, send reminders, and the link to our fortnightly newsletter.
- Messages are sent to you via email. For the couple of families that do not have an email address we are able to set messages to be received using Facebook Messenger. Some parents/caregivers even use both options.
- There is no cost to the school to use the normal message service.

## Urgent Messages

- This is used to send out important updates e.g. school closures.
- Messages are sent to you via text or voice message. For the voice message our alert is turned into speech which is played down the line to you, repeated three times so you can confirm anything you missed the first time around.
- There is a cost to the school to use the urgent message service. (12c per text, 3c per landline voicemail, 9c per mobile voicemail).

All normal and urgent messages are also linked to the Methven Primary School Twitter account, which feeds through to the footer on our website (which searches for new messages every 1-2 minutes).

## Contact Details

Your details that are currently loaded onto Message My Way are listed below. Please note it is up to parents to update contact details when needed.

Name: «Parent\_Caregiver»

Email: «Email\_Address»

Mobile: «Mobile»

Lists: «List\_1»

«List\_2»

«List\_3»

## Instructions to update your details

1. Go to <https://messagemyway.com/code/qqdrq>
2. Enter your email address and click on the green GO button
3. A "Check Your Inbox" message appears which advises you that you have been sent an email containing a website link that takes you straight to your details/preferences.
4. Click on the "Set my preferences" link in the email and update your contact details.

If you are having trouble updating your details on Message My Way or would like assistance to set up Facebook Messenger, please contact the office on 302 8500 or email [mbungard@methven.school.nz](mailto:mbungard@methven.school.nz).