

Messages

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Messages

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Add Message

1. Click **Find Account** > Search for Member
2. Click **Messages**
3. Choose Member from drop down menu
4. Click **Add**
5. Choose Message Type from drop down menu
6. Add message text
7. Leave status as Active
8. Set expiration date if applicable
9. Review Deny & Display During settings. These are defaulted from the message type and generally do not need to be changed.
10. Check attach to family if applicable
11. Click **Save**

Edit Message

1. Click **Find Account** > Search for Member
2. Click **Messages**
3. Click edit pencil icon
4. Make changes
5. Click **Save**

Delete Message

1. Click **Find Account** > Search for Member
2. Click **Messages**
3. Click red X icon
4. Confirmation > Click **Yes**

NOTE: Messages are never permanently deleted. They can be viewed or undeleted by clicking **Display Deleted** on the Messages screen.
