IRIS ParentMail LaunchChecklist

Task	Description	Date Completed
1	**Inform your Parents/Carers** A week before you go live, send the Improving Communication with IRIS ParentMail letter template to people who are going to be using IRIS ParentMail with instruction on how to register.	
2	**Activate Your Account** Activating your account sends the email and text message registration messages to any person you have added to IRIS ParentMail as a user. (The IRIS ParentMail Team contact you to arrange activation).	
3	**Check Your Progress** Monitor registrations in Your Stats on the IRIS ParentMail Dashboard. Aim for at least 75% families using the mobile app. (Most organisations achieve 90%).	
4	**Resend Registration Messages** A week after your account has been activated, resend registration messages to people you have added as a user in IRIS ParentMail. For more information, go to Resending Registration Messages.	
5	**Send Your First Messages** We recommend you send three messages to registered people in the first week. (Make sure one of these messages is about the IRIS ParentMail App)	
6	**Share Your Success** Add details about IRIS ParentMail on your website, in your newsletter, and at events.	
7	**Register Staff Members** Add Staff Member details to IRIS ParentMail so they can learn how to use the system and receive important messages.	
8	**Resend Registration Messages** Two weeks after your account has been activated, resend registration messages to people you have added as a user in IRIS ParentMail. For more information, go to Resending Registration Messages.	
9	**Hold an IRIS ParentMail Help Event** Three weeks after activation, hold an event for people who have registered for IRIS ParentMail to ask questions about registration, receiving messages, or using the system. This is a great opportunity to let people know the benefits of the app.	

You are now ready to use your IRIS ParentMail account. For more information, log in and select **Help** to visit the Help Centre, start a Live Chat, or use our Guided Tours.

https://help.iris.co.uk/education/parentmail/home.htm

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