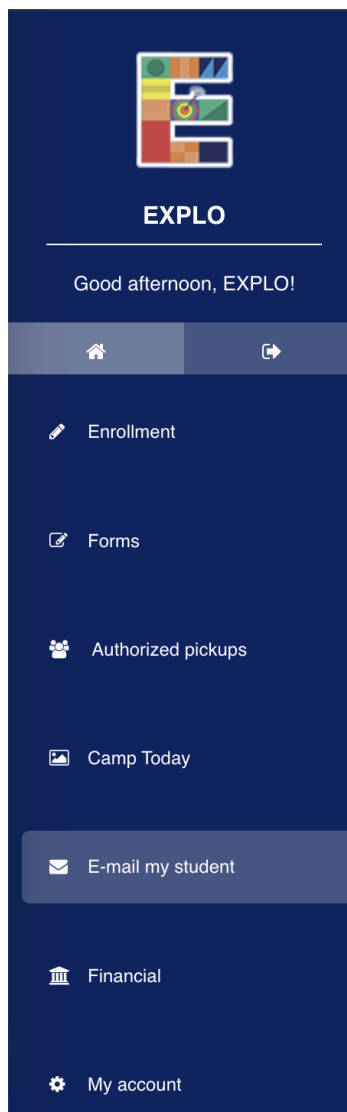


Email Your Child from the Dashboard

Did you know you can send emails to your child using the “Email my student” link on the [Dashboard](#)? These messages will be printed and delivered each day. Parents/guardians can send emails, plus any extended family members that you have authorized.

To compose and send an email, click the "E-mail my student" tab in the left sidebar menu.



Compose an Email

Follow the directions below to send an email:

The screenshot shows the 'E-mail my student...' form in the EXPLO dashboard. The form is titled 'E-mail my student...' and has a sidebar on the left with the EXPLO logo and navigation links: 'Good afternoon, EXPLO!', 'Camp Today', 'E-mail my student' (highlighted), and 'My account'. The form fields are numbered 1 through 5:

- To 1**: A dropdown menu with two options: 'CLARA EXPLOTEST2024' and 'RIGBY EXPLOTEST2024'.
- From**: A text input field with the placeholder 'From'.
- Subject 2**: A text input field with the placeholder 'Subject'.
- Enter your message**: A large text area for the email body.
- Theme 3**: A dropdown menu with the option 'None'.
- Font**: A dropdown menu with the option 'Arial'.
- Live preview 4**: A section with the text 'Fill out the form above to view a preview of your e-mail.'
- 5**: A blue button labeled 'SEND E-MAIL'.

1. Fill out the "to" and "from" fields. If you have multiple students enrolled, select one or all of them to send the email to. In the "From" field, type your name.
2. Enter a subject line and then type the email message.
3. Optional: Select a theme (background image) and font for the message.
 - a. NOTE: Unfortunately, themes are not able to be printed when delivering messages to students
4. See a live preview of the message
5. Click to send email

Add Extended Family Members

Within your Dashboard, select "My Account" and click on the "Extended Family" tab. Click +Add Extended Family Member and fill out the information.

The screenshot shows the 'Extended Family' tab in the EXPLO dashboard. The sidebar on the left has the EXPLO logo and navigation links: 'Good afternoon, EXPLO!', 'Enrollment', and 'My account' (highlighted). The main content area has a tab bar with 'Family info', 'Student info', 'Password', 'E-mail preferences', and 'Extended Family' (highlighted). Below the tab bar, there is a section titled 'Extended family members' with a blue box containing 'Tips':

- Extended family members can view Camp Today media.
- You can, optionally, give an Extended family member the ability to e-mail enrolled students in your family.
- After you add an Extended family member, they'll automatically receive an invitation to Camp Today with login instructions.
- You can revoke an Extended family member's permission by double-clicking on the lock icon next to their name.

At the bottom of the section, there is a blue button labeled '+ ADD EXTENDED FAMILY MEMBER'.

Add Extended family member

First name *

Last name *

First name

Last name

E-mail address *

E-mail address

Permission to e-mail students? *

Yes

CLOSE

ADD EXTENDED FAMILY MEMBER

Note that extended family members will be set up with their own [Extended Family Login Dashboard](#) and will not have access to any other pages of the Parent Dashboard.

From the extended family dashboard, users can email students following the same steps above, as well as view Camp Today blog posts.

