

Emailing registrants

To email registrants in your PIR course, begin by accessing PIR eCentral using Great Falls Public Schools' website and the Staff Bookmarks. To log in to PIR eCentral using your instructor credentials, click on the tab "Admin." Your username and password should be your ID number twice without spaces, unless you have a five-digit ID number, in which case you will add 000 to the beginning of your ID number (i.e. 00099999).

Under "Messages," select "Registrant Broadcast." Use the dropdown menu to search by session, and after the page reloads, search the event. Again, after the page reloads, check the correct session and click "Search." All registrants for that session will be listed on the left. You can select one or more by clicking on the registrant's name and then clicking the right arrow to move the registrant to the right box. If you want to email all registrants, click the double right arrows. Once registrants are selected to receive the email, change the email name and address to your name so that if registrants respond, you will receive the email rather than Theda, at the PIR email. Type in the subject and then the message. Once the message is complete, click "Send."

It is always helpful to use this email function prior to your course to remind registrants of the upcoming start date and time, especially for summer sessions. It can also be useful in reminding registrants of any materials they may need to bring to your session.