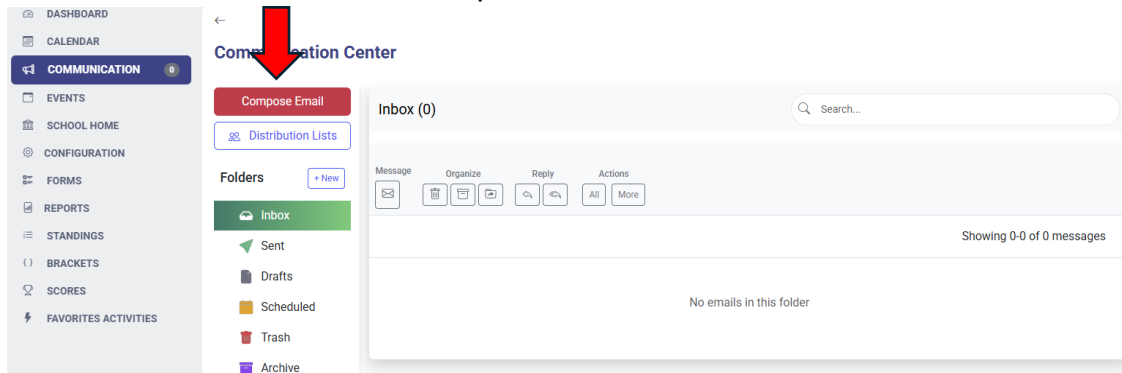


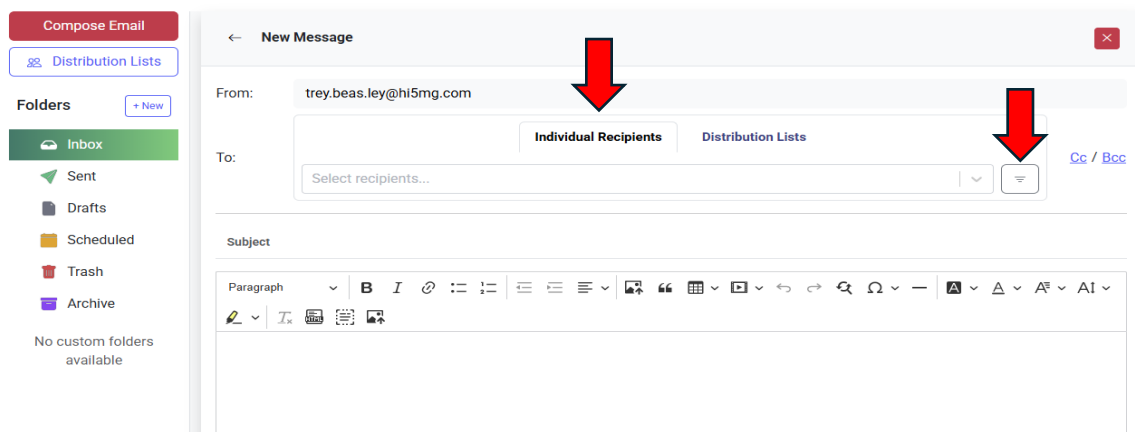
Communications

1. To send Messages to TAPPS, Students, Parents, School Staff or Other School Staff Select Communications and select Compose Email.




2. If you want to send the message to specific people you can enter their name or email directly or use a filter.

Communication Center



With the filter you can find your audience by Activity, Tags (Division, District, Classification, Region, etc.) and Roles. We also have additional filters that allow you to send messages to individuals based on their Eligibility status and many other filter options.



Recipient Filters

Activities

Select Activities

Classification filters are not available when a school is selected.

Tags

Select Tags

Access Roles:

Select Roles

Additional Filters

Gender:

Select Gender

Level:

Select Level

Training Complete:

Select Training Complete

Eligibility:

Select Eligibility

Activity Type:

Select Activity Type

Medical History:

Select Medical History

Athletic Physical:

Select Athletic Physical

With Parent:

Select With Parent

Transfer:

Select Transfer

AOR:

Select AOR


PARENT-AOR:

Select PARENT-AOR

US-Citizen:

Select US-Citizen

- You can also Create a Distribution List and schedule an email. The Distribution List is useful if you want to send a recurring messages to an audience that meets your filter criteria. For example if a Student or Parent has not completed his AOR you can save a Distribution List with the AOR of No. You can schedule an email to go out at a certain time and date for anyone matching that criteria. If the Student and Parent have completed the AOR then they will not receive the email the next time it is sent.



Paragraph

Schedule Message

Schedule Date & Time: *

Select Date

12 00 AM

May 2025

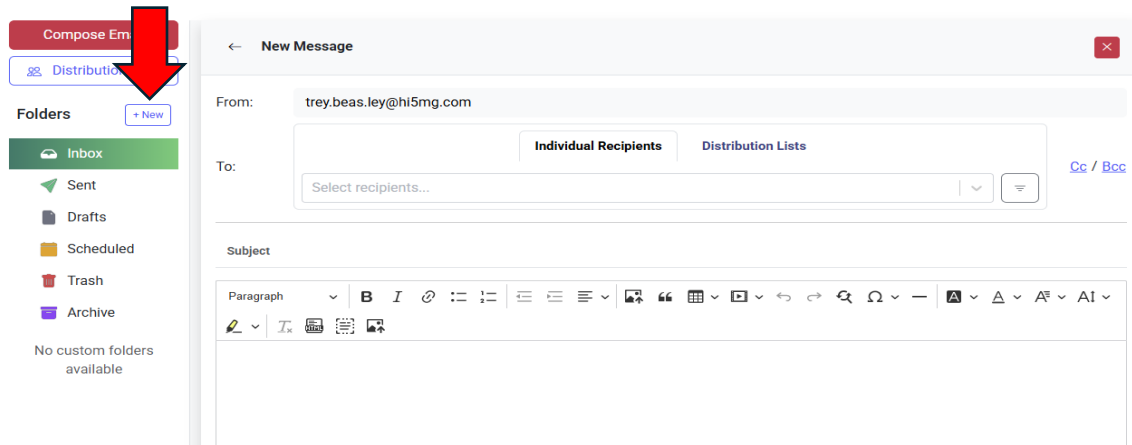
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Cancel Schedule

Send Save Draft

4. You can also create, edit, and delete folders for organizing your messages.

Communication Center



5. You can set your preferences to receive messages to your external email or text by making turning on these preferences in your TMS Account.

