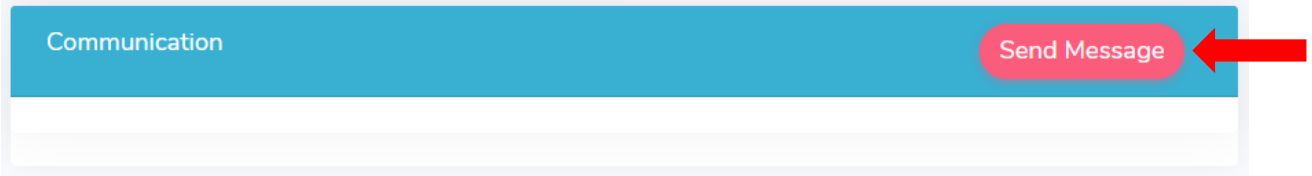
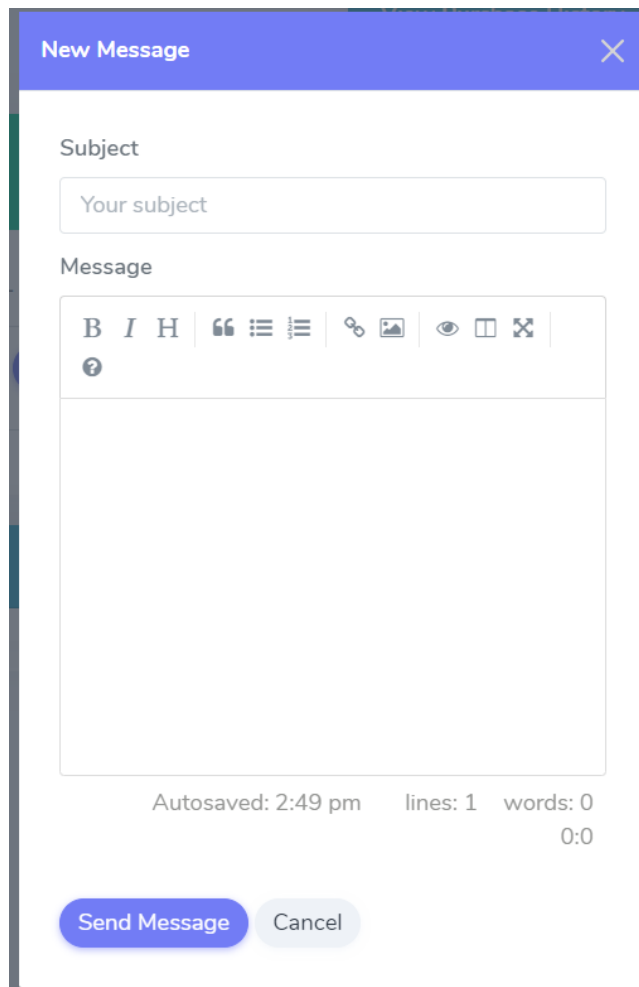


How to Send an Admin Message

From your dashboard, scroll down to “Communication” and click “Send Message”.



You must add a subject for your message. Add your message in the portion below. You can attach images by clicking “Insert Image”.



Once you have composed your message, click “Send Message”.

You will be redirected back to your dashboard that will show your message under “Communication” where you can select the message and view it in a thread.