How to Send an Admin Message

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

Communication	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".

New Message	×
Subject	
Your subject	
Message	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
Autosaved: 2:49 pm lines: 1 words: 0 0:0	
Send Message Cancel	

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.