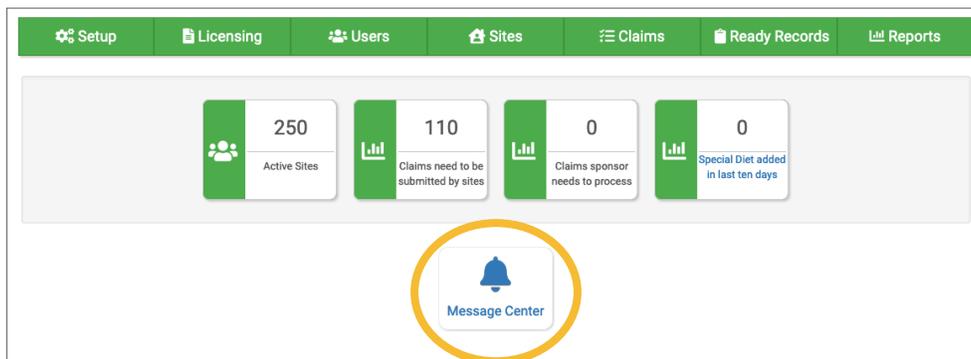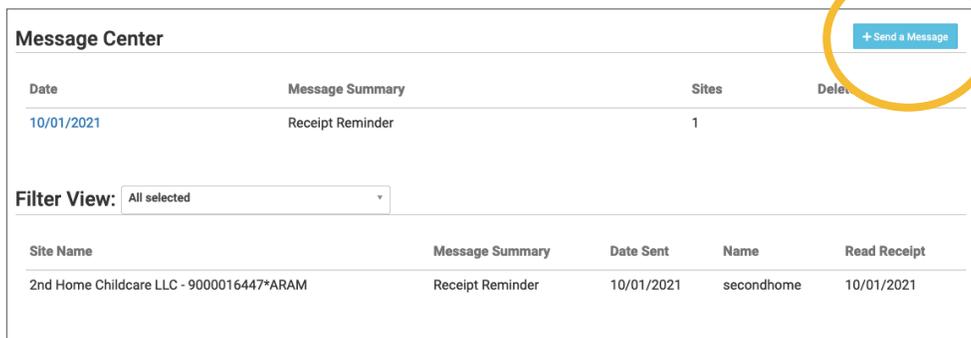This feature is used to send messages directly to your sites. These can be reminders, requests or updates.

To send a message:

- Click on "Message Center" from the main sponsor dashboard.

- Click on the "+ Send a Message" button.

- Enter the fields:
  - Selected Sites: select the site(s) you would like the message to be sent to.
  - Message Date: you can select today or any day in the future to have the message sent.
  - Message Summary: This is for sponsor user only and is not viewable by the sites.
  - Message to Site: enter your message here.
- Click "Save".
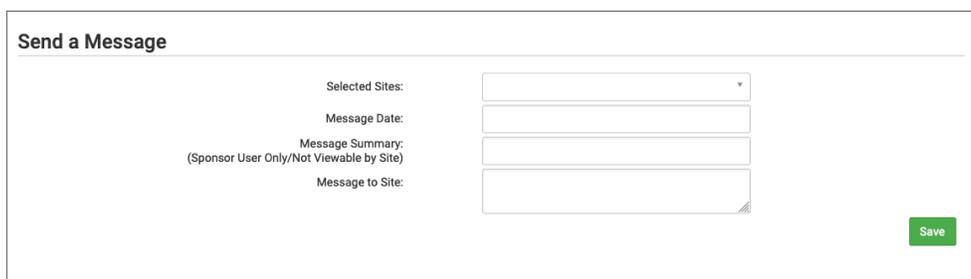
- Once the message has been sent it will appear in the *Filter View* section below. You will also be able to see when the message was viewed by the site under the "Read Receipt" column.

To view a message as a site-level user:

- When you first login to your dashboard a pop-up will appear with the most recent message from your sponsor.
- Click the "Acknowledge" button once you have read the message.

- The most recent message will also appear at the bottom of your main dashboard.
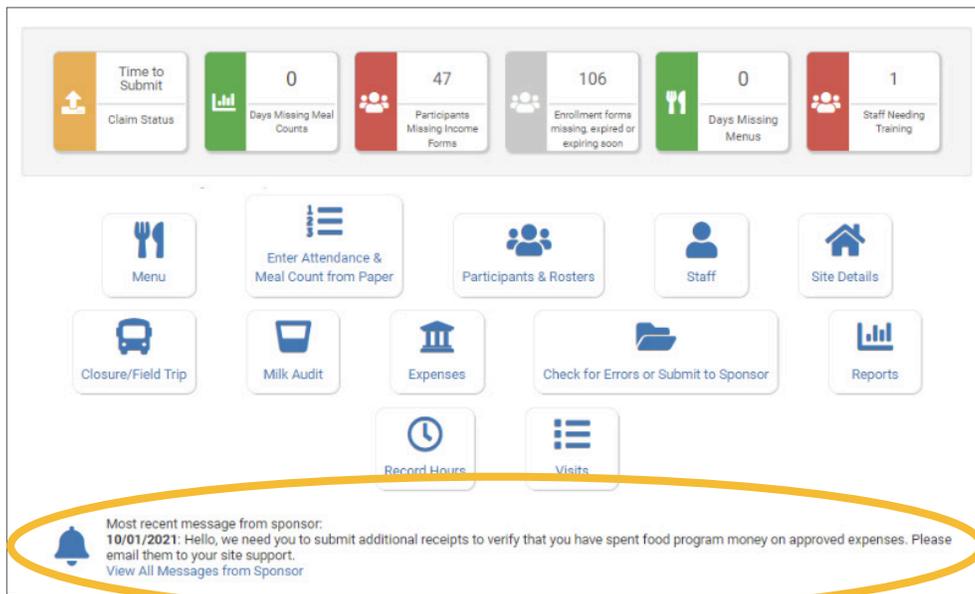
- If you click on "View All Message from Sponsor" you can see the full list of previous messages.