

Family Communication Kit

Copy-and-paste templates to help families use your
district Webstore

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How to Use This Kit

Use these templates to help families create their Webstore account, add a payment method, and pay school fees or other items online.

These messages can be used during implementation, back-to-school season, registration, or any time your school or district needs families to take action on a payment.

For best results

1. Send the account setup message before payments are due.
2. Include your Webstore link anywhere families already look for school information, such as your website, registration page, family portal, newsletter, or back-to-school resources.
3. When possible, give families a specific reason to visit the Webstore, such as paying a technology fee, activity fee, field trip fee, registration item, meal payment, event ticket, or other required payment.
4. Remind families who already have an account to log in and make sure their saved payment method is up to date.
5. Include a school or district contact so families know where to go with questions.

Email Templates

SET UP YOUR WEBSTORE ACCOUNT

Best for: onboarding, back-to-school, registration, or general Webstore awareness.

Subject line options

Preview text

EMAIL TEMPLATES CONTINUED

Email copy

EMAIL TEMPLATES CONTINUED

PAY A SPECIFIC FEE OR ITEM

Best for: driving adoption when there is a specific payment families need to complete.

Subject line options

Preview text

Email copy

Newsletter and Bulletin Copy

GENERAL WEBSTORE ANNOUNCEMENT

Headline

Copy

SPECIFIC FEE OR ITEM

Headline

Copy

Website and Family Portal Copy

Headline

Copy

SMS Text / Family Communication Platform Copy

General setup message

Specific payment message

Social Media Copy

General announcement

SOCIAL MEDIA COPY CONTINUED

Account setup reminder

Specific fee or item

Fee Reminder

Quick online payments reminder

PowerPoint Copy for Family Presentations

Use these ready-made PowerPoint slides when presenting Webstore information to families during back-to-school events, registration nights, open houses, or other family meetings.

Before presenting, customize the slides with your school or district details, including your Webstore link, contact information, and any instructions that are specific to your setup.

Download the [family presentation slides here](#):

Pay school fees online

[School/District Name] offers a simple way for families to pay school fees and other items online through our district Webstore.

Families can use the Webstore to:

- Pay from a phone, tablet, or computer
- Avoid sending cash or checks to school
- Pay multiple fees or items in one checkout
- View receipts and payment history anytime

[\[Generate a QR Code for your webstore URL\]](#)

Visit our Webstore:
[Webstore URL]



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How to pay online

1. Create an account and sign in.
2. Under "My Account," add a debit/credit card or bank account.
3. Find fees, enter required details, and add to cart.
4. Select "Checkout" from your cart, review your information and submit your payment.

You can log in anytime to view receipts, check previous payments, or update saved payment information.

Questions? Contact [School/District Contact Information].



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Send-Home Flyer

Use this customizable flyer to introduce the Webstore to families in a simple, visual format. This is a good option for back-to-school packets, registration materials, open house handouts, front office handouts, or other printed/digital family resources.

Before sharing the flyer with families, customize it with your district-specific details, including your Webstore link, school or district contact information, and any screenshots or instructions specific to your setup.

Choose the flyer version that matches your district's Webstore setup:

- [General Webstore use](#)
- [Webstore + Skyward](#)
- [Webstore + PowerSchool SIS](#)

