Importing custom groups and templates from T2P Classic

- In Teachers2Parents, go to the **Admin** section from the left menu
- Click on **'Import'** across the top of the screen
- Here, you will be able to see three options: **Email** (for email templates), **Group** (for custom groups) and **SMS** (for SMS templates). Tick the ones you wish to import.
- Click the **'Import'** button in the bottom right corner. This will start the import process and you will see when it has completed.

