

# Email Student Schedules

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Jackrabbit offers you a few different ways to email schedules to your students:

- ★ Email multiple student schedules at the same time.
- ★ Email schedules for all students in a family.
- ★ Email individual student schedules.

**Note:** Email Families & Email Student Schedules in the Families section must be selected as a permission for a user in order to use this functionality. To learn how to update user permissions, see [Manage User IDs](#).

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## Email Multiple Student Schedules

1. Go to **Students** menu > **Email Student Schedules**.
2. Select a **Type**. For a full explanation of **Type**, see [Email Type - HTML or Plain Text](#).
3. Enter an **Email Subject Line**.
4. Decide if you want to **Include Logo Image**. **Note:** You must have uploaded your logo in **Tools > Edit Settings > Organization Logo**.
5. Enter a **Header**. Click **Attach File** or **Insert Image** to attach files and add images to the Header if needed. See the Help Article [Email Attachments and Images](#) for more details.
6. Compose the email.
7. Enter a **Footer** if applicable.
8. Click **Attach File**, **Insert Image**, or **Choose from Dropbox** to attach files and add images to the Header if needed. **Note:** *Dropbox attachments can be included in the Footer only.*

## Email Student Schedules

← RETURN

Message [Favorites](#) [Save Favorites](#) [Refresh](#) [?](#)

Type: HTML

Subject line: \_\_\_\_\_

Include Logo Image (if available): No (Some ISPs may block HTML emails with images)

Header:

**B I U S** [List Icons] Paragraph Font Family Font Sizes [Color Pickers]

[Cut Copy Paste Undo Redo] [Link Unlink] [Image] [Code] [Table]

Hello Everyone!  
We are very excited about our Summer Programs! Your student's schedule is below.  
*Looking forward to seeing you soon!*

Jackrabbit Files (Header): [Attach File](#) [Insert Image](#) [?](#)

Footer:

**B I U S** [List Icons] Paragraph Font Family Font Sizes [Color Pickers]

[Cut Copy Paste Undo Redo] [Link Unlink] [Image] [Code] [Table]

Jackrabbit Files (Footer): [Attach File](#) [Insert Image](#) [?](#)

Dropbox Attachment: [Choose from Dropbox](#) [?](#) available for footer only

If you select Email Type = HTML you can format the text in the editor.

### 9. Select the following criteria:

- Use the *Family/Student, Class, and Additional Search Criteria* sections to select who to send the email to.
- In the **Schedules** section select which student schedules to email based on *Session* and *Categories*. To include *Future Enrollments* change this setting to *Yes*.
- Enter your **Display Settings**. These settings tell Jackrabbit what you'd like displayed (or not displayed) in the email. For example, if you don't want the instructor's name included, set *Show Instructor* to *No*.
- In the *Recipients* section select who to **Send Email To**. You can send to *Contact and Students, Contacts Only, or Students Only*. The contact/student must have an email address on record.
  - Contacts will receive the current schedules of all students in the family.
  - Students will receive their current schedule only.
- If you would like to *Include Opt Out Emails* change the drop-down to *Yes*.
- Select a reply email address from *Email Replies Sent To* which includes the email addresses of all User IDs and Locations in your database (Tools > Edit Settings).

### 10. Click **Preview Email List**.

## Email Schedules for All Students in a Family or an Individual Student

1. Use the global search at the top of the Jackrabbit page to search for the family you would like to email.
2. Select the *Family* name or an individual *Student* name.
3. Click the **Email Schedules** button.
4. **Select Recipients** from the family contacts, additional emails addresses and replies.

**Select Recipients**

**Please choose recipients**

Send	Recipient	Type	Primary?	Billing?
<input checked="" type="checkbox"/>	Holly Ager hollyager41@gmail.com;	Mother	✓	✓
<input checked="" type="checkbox"/>	Victor Ager agingvictor@gmail.com;	Father	✓	
<input type="checkbox"/>	Dani Ager	Student		
<input type="checkbox"/>	Dave Ager	Student		
<input type="checkbox"/>	Barbie Ager	Student		

**Send additional emails to...**  
*UserID and Location email addresses are listed.*

buzzbee@email.com  
 cb@jackrabbittech.com  
 diliinth@gmail.com  
 donotdelete@email.com  
 education@jackrabbittech.com  
 jkennedy@jackrabbittech.com

**Send replies to...**  
*This address is automatically sent a copy. UserID and Location email addresses are listed.*

education@jackrabbittech.com

5. Select **Schedules, Display Settings** and compose the email **Message**. Add attachments or images if applicable.
6. Click **Preview & Send**.

## Preview & Send Email

On the preview page, you can click any *Preview* link to preview an email. You can also clear a checkbox next to an email to prevent it from sending.

When you are satisfied with the previewed list and email message, click **SEND EMAIL**.

A *Success* pop-up message will display when the emails are successfully sent.

### Preview

← RETURN
SEND EMAIL

**Results**

Deliver To: Contacts and Students  
 Email Replies Sent To: cb@jackrabbittech.com  
 Subject: Reminder! Summer Program Schedules  
 Message: [Show Message](#)

Click here to view email message.

Click any **Preview** link to see the personalized email with the student's schedule.

**Matched Recipients**

View 1 - 13 of 13
Print
Export
Refresh

Type	Acct/Family Name	Name	Email	Preview	Check All
Contact	Ager	Victor Ager	agingvictor@gmail.com	<a href="#">Preview</a>	<input checked="" type="checkbox"/>
Contact	Ager	Holly Ager	hollyager41@gmail.com	<a href="#">Preview</a>	<input checked="" type="checkbox"/>
Contact	Bowden	Karsen Bowden	kbowden@email.com	<a href="#">Preview</a>	<input checked="" type="checkbox"/>
Contact	Campbell	Katherine Campbell	kcampbell@email.com	<a href="#">Preview</a>	<input checked="" type="checkbox"/>
Contact	Dierksen	Marlene Dierksen	jlintonjr@outlook.com	<a href="#">Preview</a>	<input checked="" type="checkbox"/>

Success! Your messages are on their way.  
A confirmation email listing all recipients will be sent to you shortly.

### Sample Email Sent

Sample of a schedule email sent to Contacts, all active students in the family are included unless you have opted to send a single student schedule from an individual *Student* record.

Hello Everyone!

We are very excited about our Summer Programs! Your student's schedule is below.

*Looking forward to seeing you soon!*

#### Dani Ager

Student Starts	Student Drops	Session	Class	Days	Class Time	Class Start Date	Class End Date	Location	Instructor	Room
04/06/2020		Spring 2020	Ballet L1 - Mon 5pm	M	5:00pm - 5:30pm	03/01/2020	05/31/2020	Jackrabbit Education	Ms. Dianne	Studio B
03/03/2020		Spring 2020	Jazz L2 - Tues 7pm	Tu	7:00pm - 8:00pm	03/01/2020	05/31/2020	Jackrabbit Education	Ms. Dianne	Studio A

#### Dave Ager

Student Starts	Student Drops	Session	Class	Days	Class Time	Class Start Date	Class End Date	Location	Instructor	Room
03/04/2020		Spring 2020	Tumbling L3 - Wed 7pm	W	7:00pm - 8:00pm	03/01/2020	05/31/2020	Jackrabbit Support	Coach Stephanie	Floor C

#### Barbie Ager

Student Starts	Student Drops	Session	Class	Days	Class Time	Class Start Date	Class End Date	Location	Instructor	Room
04/20/2020		Spring 2020	Ballet L1 - Mon 5pm	M	5:00pm - 5:30pm	03/01/2020	05/31/2020	Jackrabbit Education	Ms. Dianne	Studio B

### Sample Confirmation Email

Your organization will receive a confirmation email. The recipient(s) email address is listed.

Org: Jackrabbit Help Center  
Email Subject:Reminder! Summer Program Schedules  
Email/Text Message:

Hello Everyone!

We are very excited about our Summer Programs! Your student's schedule is below.

*Looking forward to seeing you soon!*

[SCHEDULE APPEARS HERE]

Confirmation email includes the email address of the recipient(s) you select.

Email was sent to the following email addresses:

[agingvictor@gmail.com](mailto:agingvictor@gmail.com)

The emailed schedule is available in a family's email log (FamilyMisc tab > *View Sent Emails* button) for 365 days.

When you are sending emails to multiple recipients, a contact found more than once via the search criteria will only receive ONE email; they will not receive the email multiple times.



Save a Favorite for frequently used headers/footers and criteria.