Email Student Schedules

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**.

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

Hello Everyone!

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

Looking forward to seeing you soon!

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Jackrabbit Files (Header):	📎 Attach File 🖼 Insert Image ❓
Footer:	

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Jackrabbit Files (Footer):	📎 Attach File 🖼 Insert Image ❓
Dropbox Attachment:	💧 Choose from Dropbox ❓ available for footer only)

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.

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.	

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
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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
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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
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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

The emailed schedule is available in a family's email log (Family*Misc* 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.