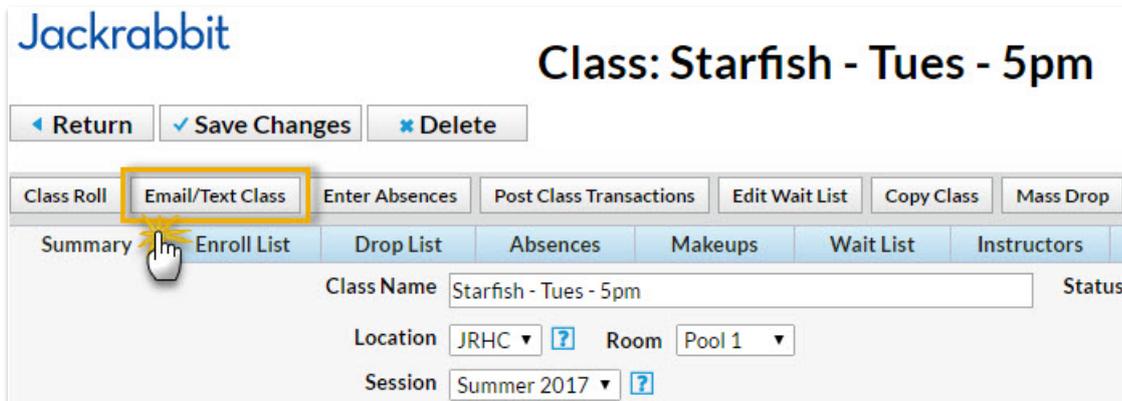


# Email a Class

Last Modified on 08/30/2022 1:53 pm EDT

You can quickly email the students enrolled in a particular class using the *Email/Text Class* button located in the Class record.



Jackrabbit

## Class: Starfish - Tues - 5pm

◀ Return   ✓ Save Changes   ✖ Delete

Class Roll   **Email/Text Class**   Enter Absences   Post Class Transactions   Edit Wait List   Copy Class   Mass Drop

Summary   **Enroll List**   Drop List   Absences   Makeups   Wait List   Instructors

Class Name Starfish - Tues - 5pm   Status

Location JRHC   Room Pool 1

Session Summer 2017

1. From the *Class* record click **Email/Text Class** to open the email editor.
2. Select a **Template** if desired and the email **Type** (plain text or HTML).
3. Enter an **Email Subject Line** and **Message**.
4. Click **Attach File**, **Insert Image**, or **Choose from Dropbox** to attach files and add images if needed. See the Help Article [Email Attachments and Images](#) for more details.
5. Using the *Search Criteria*, determine who you want to email.
6. Select who to *Send Message To*. You can send to *Contacts*, *Students* and *Staff*, *Contacts and Students*, *Contacts and Staff*, *Contacts Only*, *Students Only*, or *Staff Only*.
7. If you would like to *Include Opt Out Emails* change the drop-down to *Yes*.
8. 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). **Note: This email address is also sent a copy of the email.**
9. Click **Preview List**.

## Preview

Return Send Now Send Later ?

Help

Send Idea

## Results

Deliver To: Contacts, Students, and Instructors  
 Email Replies Sent To: jrhelpcenter@gmail.com  
 Subject: Class Cancellation - Tues Jun 20th - Pool Cleaning  
 Message: [Hide Message](#)

Hi Starfish Swimmers!

Our pools will be closed on Tuesday June 20th for cleaning and maintenance. A class credit will be posted to your account.

Thank you!

Message Length: 153

Opt to send the email now or schedule it to be sent at a later time.

## Matched Recipients

View 1 - 6 of 6

Print

Export

Refresh

Type	Acct/Family Name ↑	Name	Email	Check All
Instructor		John Linton	jlintonjr@outlook.com	<input checked="" type="checkbox"/>
Contact	Dierksen	Marlene Dierksen	marlened@email.com	<input checked="" type="checkbox"/>
Student	Dierksen	Amanda Dierksen	adierksen@email.com	<input checked="" type="checkbox"/>
Contact	Golding	Sara & Jeff Golding	sgolding@email.com; jgolding@email.com	<input checked="" type="checkbox"/>

Clear any check box to remove that email address from the send list.

- In the preview, clear the checkbox for any families you want to omit. You can clear the **Check All** header checkbox to remove every email address and then select only specific families.
- Click **Send Now** to send the email right away or select **Send Later** to schedule the email to be sent at a later time. See our Help article [Schedule an Email](#) for more information.



Emails sent to contacts and students will be retained in the family email history for 365 days (*Misc tab > View Sent Emails*). At this time there is no log for emails sent to staff/instructors.