

The **Email Listing** report will display contact and student email addresses from the Family record based on search criteria you choose.

From the *Reports* menu, the Email Listing can be found in the *Email / Text / Marketing* and *Families / Students* sections. Remember that you can make the report one of your **Favorites** by clicking the heart symbol next to it in the Reports menu!

- * Email directly from the report results.
- * Export the listing to Excel, .csv, or PDF.

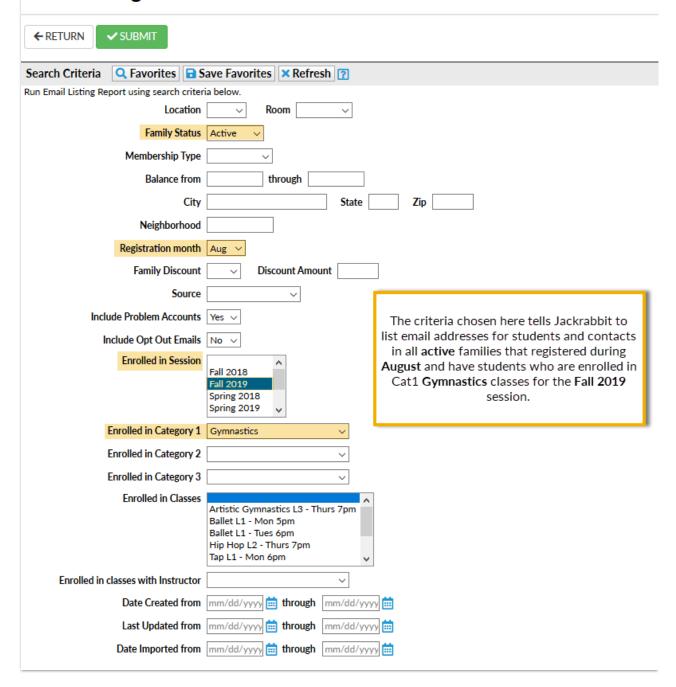
Business Scenario

The Email Listing report is frequently used to create a list to upload into an external marketing program. The report can be exported into Excel (or a .csv file) and then easily uploaded to an email marketing program, such as Constant Contact or MailChimp.

Search Criteria

Using your selected criteria, Jackrabbit will compile a listing of email addresses for contacts and students in Family records that meet ALL of the criteria you have chosen.

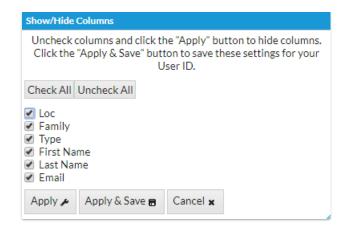
Email Listing



The Report Results

In the report results, using the *Show/Hide Columns* button, you can select which columns of information you want displayed.

Available columns are:



Email Listing



View 1 - 5 of 5		□ Print □ Export □ Refresh □ Show/Hide Columns				
Loc	Family	Туре	First Name	Last Name	Email	Email All
Search	Search	Search	Search	Search	Search	
SUP	Owers	Contact	David	Owers	dowers@email.com	\square
SUP	<u>Unger</u>	Contact	Carol	Smith	csmith@email.com	\square
SUP	<u>Unger</u>	Student	Brett	Unger	bunger@email.com	
SUP	Walker	Contact	Stephanie	Walker	swalker@email.com	\square
SUP	Walker	Student	Maxine	Walker	mwalker@email.com	