

Customize / Edit a Jackrabbit Email Template

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Jackrabbit offers a comprehensive list of typically used templates, each with full-color graphics and standard wording. Any of these templates can be edited and customized from the *Tools;menu > Edit Email Templates*.

Many of the templates have placeholder images for your business logo. You can easily delete the placeholder and replace with your company logo.



Some of the information in the templates is sample content. Make sure you change all of the dates, times, locations, etc. in a template before.

To customize or edit email templates:

1. Point to *Tools* and select **Edit Email Templates**.
 2. On the *List Templates* page, click the name of the template you'd like to customize. (You can see what any template looks like by clicking the **preview icon**.)
 3. Make any changes (such as adding your logo, changing dates, etc.).
 4. **Save Changes**
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Families Students Classes Events Staff Transactions Store Reports Staff Portal **Tools**

Jackrabbit

List Templates

Return Add Template

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			Type	Created By	Date Create
			HTML		
			HTML		

Tools menu items: Setup Guide, Change Password, Edit Settings, Credit Cards/Bank Accounts Settings, Costume Management, **Edit Email Templates**, Manage Users & Permissions

Annotations: "Click to preview a template." points to the eye icon; "Click to edit the template." points to the document icon.



Type in part of the Email Template name in the search box under the *Name* column to find the template you want quickly!

Add a Link to your Parent Portal in the Email Template

1. Get your parent portal link. It will be "https://app.jackrabbitclass.com/portal/ppLogin.asp?id=XXXXXX" (Replace XXXXXX with YOUR Jackrabbit Org ID#).
2. Highlight the text that you want to convert to a link.
3. Then click on the **Insert/Edit Link button** in the email editor toolbar.
4. Add your parent portal link in the URL field and click **Insert**.

Add your Organization's Logo in the Email Template

Your logo image must be located somewhere on the internet that you can link to. A common location is a sub folder on your website.

1. Get the link (URL) to your logo's online location.
2. Place your cursor exactly where you want your logo to show in your email.
3. Click on the **Insert/Edit Image button** in the email editor toolbar.
4. Add your logo link in the URL Location field and click **Insert**.

It is also possible to edit an email template immediately prior to sending it by selecting the template from the list of drop-down choices in the Email editor and making changes to the body of the template prior to sending. *Note: This type of temporary edit is not saved to the template for future use and is only sent to the recipients selected.*

Example

Our school is closing on a Tuesday due to inclement weather, and we need to notify families of students enrolled in Tuesday classes. In **Families > Email Families**, we've chosen the *113 Weather Closing* template and selected only Tuesday classes. but we also need to update the day and date of the closing.

The screenshot shows an email editor interface. At the top, there is a dropdown menu for 'Template' set to '113 Weather Closing' and a button labeled 'Edit Email Templates'. Below this, the 'Email Subject Line' is 'Weather Closing'. The main editing area contains a rich text editor with a toolbar. The content of the email is displayed below the toolbar, featuring a yellow diamond-shaped sign with an umbrella icon and the text 'BAD WEATHER AHEAD' and 'weather CLOSING'. Below the sign, the text reads: 'Due to bad weather, we will be closed on [DAY(s) or DATE(s)].' and 'Based on the current forecast, we expect to reopen on [DAY or DATE] but, please keep an eye out for more emails in case the weather doesn't cooperate!'. A blue callout bubble points to the highlighted text, stating: 'We need to update the yellow highlighted information with the correct day/date and our business name.'

By editing the template here, the email recipients receive the edited information but the information is not saved to the template for future use.