Customize / Edit a Jackrabbit Email Template

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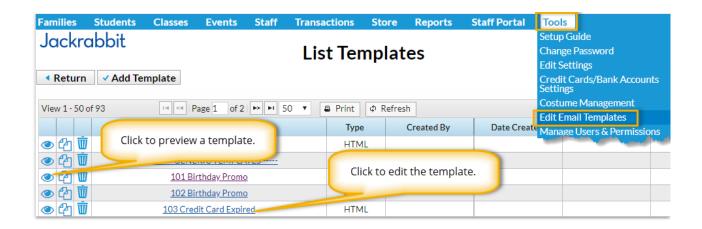
Many of the templates have placeholder images for your business logo. You can easily delete the placeholder and replace with your company logo.

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**

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.

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