

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 *Tools > 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 you send it.

We have design many GENERAL templates for any industry as well as INDUSTRY-SPECIFIC templates that have industry-specific content and images:

- 100's : General templates for any industry
- 200's : DANCE templates
- 300's : GYMNASTICS templates
- 400's : SWIM related templates
- 500's : CHEER related templates

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**

List Templates

← RETURN **ADD TEMPLATE**

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Search a keyword here to find related templates.

	Name ¹	Type	Created By	Date Created	Updated By	Date Updated
	Search whole/partial template name					
	----- CLICK HERE FOR TEMPLATE INSTRUCTIONS -----	HTML	TAMIADMIN	9/19/2017	TAMIADMIN	9/19/2017
	100 ----- GENERIC TEMPLATES -----	HTML	TAMIADMIN	9/19/2017	TAMIADMIN	9/19/2017
	101 Birthday Promo	HTML	TAMIADMIN	9/19/2017	jtcamber	11/02/2017
	102 Birthday Promo	HTML	TAMIADMIN	9/19/2017	TAMIADMIN	9/19/2017
	103 Credit Card Expired	HTML	TAMIADMIN	9/19/2017	TAMIADMIN	9/19/2017

Click to edit the template.



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

Your school is closing on a Tuesday due to inclement weather, and you need to notify families of students enrolled in Tuesday classes. In **Families > Email/Text Families**, choose the *113 Weather Closing* template and select only Tuesday classes. Update the day and date of the closing within the message.

TemplateName 113 Weather Closing

Type HTML

Subject line Weather Closing

Message

B I U S Paragraph Font Family Font Sizes A A

weather CLOSING

BAD WEATHER AHEAD

Due to bad weather, we will be closed on [DAY(s) or DATE(s)].

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!

Thank you,

[YOUR FACILITY NAME or LOGO]

Update the yellow highlighted information with the correct day/date and your 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.
