

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.

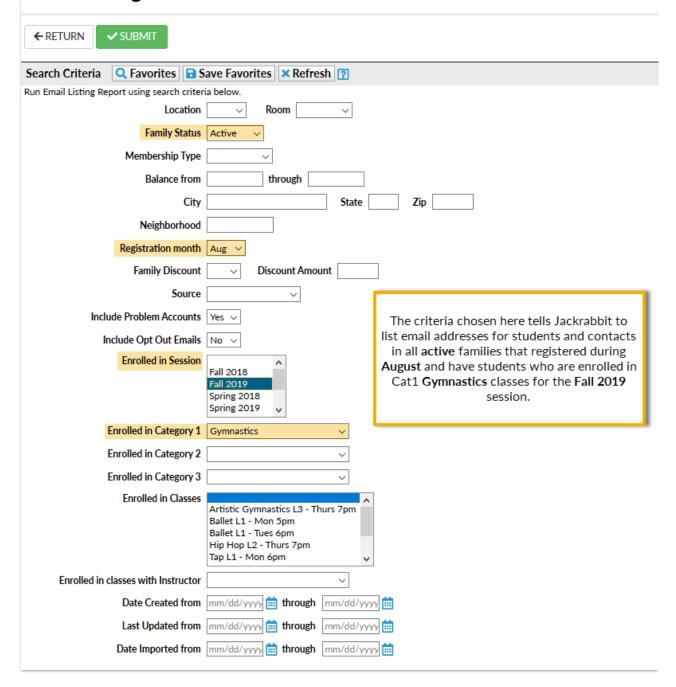
#### **Business Scenario**

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.

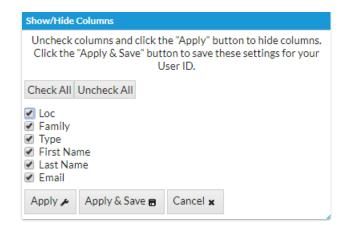
### **Email Listing**



## 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	