Email Listing Report

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

← RETURN	✓ SUBMIT

Search Criteria   🔍 **Favorites**   💾 **Save Favorites**   ✖ **Refresh**   ❓

Run Email Listing Report using search criteria below.

Location [⌄]	**Room** [⌄]
Family Status [Active ⌄]	
Membership Type [⌄]	
Balance from [ ] **through** [ ]	
City [ ] **State** [ ] **Zip** [ ]	
Neighborhood [ ]	
Registration month [Aug ⌄]	
Family Discount [⌄] **Discount Amount** [ ]	
Source [⌄]	
Include Problem Accounts [Yes ⌄]	
Include Opt Out Emails [No ⌄]	

Enrolled in Session
```
Fall 2018
Fall 2019
Spring 2018
Spring 2019
```

The criteria chosen here tells Jackrabbit to list email addresses for students and contacts in all **active** families that registered during **August** and have students who are enrolled in Cat1 **Gymnastics** classes for the **Fall 2019** session.

Enrolled in Category 1 [Gymnastics ⌄]
Enrolled in Category 2 [⌄]
Enrolled in Category 3 [⌄]

Enrolled in Classes
```

Artistic Gymnastics L3 - Thurs 7pm
Ballet L1 - Mon 5pm
Ballet L1 - Tues 6pm
Hip Hop L2 - Thurs 7pm
Tap L1 - Mon 6pm
```

Enrolled in classes with Instructor [⌄]

Date Created from [mm/dd/yyyy 📅] **through** [mm/dd/yyyy 📅]	
Last Updated from [mm/dd/yyyy 📅] **through** [mm/dd/yyyy 📅]	
Date Imported from [mm/dd/yyyy 📅] **through** [mm/dd/yyyy 📅]	

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:

Show/Hide Columns

Uncheck columns and click the "Apply" button to hide columns. Click the "Apply & Save" button to save these settings for your User ID.

Check All | Uncheck All

☑ Loc
☑ Family
☑ Type
☑ First Name
☑ Last Name
☑ Email

Apply 🔧 | Apply & Save 💾 | Cancel ✖

Email Listing

← RETURN | ✈ EMAIL

View 1 - 5 of 5   🖶 Print   ↗ Export   ↻ Refresh   ▦ Show/Hide Columns

Loc	Family	Type	First Name	Last Name	Email	Email All ☐
Search	Search	Search	Search	Search	Search	
SUP	Owers	Contact	David	Owers	dowers@email.com	☑
SUP	Unger	Contact	Carol	Smith	csmith@email.com	☑
SUP	Unger	Student	Brett	Unger	bunger@email.com	☐
SUP	Walker	Contact	Stephanie	Walker	swalker@email.com	☑
SUP	Walker	Student	Maxine	Walker	mwalker@email.com	☐