

# Email Listing Report

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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.

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## 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

Include Opt Out Emails

Enrolled in Session   
Fall 2018  
**Fall 2019**  
Spring 2018  
Spring 2019



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   through  

Last Updated from   through  

Date Imported from   through  

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.

## 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	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="checkbox"/>
SUP	<a href="#">Owers</a>	Contact	David	Owers	<a href="mailto:dowers@email.com">dowers@email.com</a>	<input checked="" type="checkbox"/>
SUP	<a href="#">Unger</a>	Contact	Carol	Smith	<a href="mailto:csmith@email.com">csmith@email.com</a>	<input checked="" type="checkbox"/>
SUP	<a href="#">Unger</a>	Student	Brett	Unger	<a href="mailto:bunger@email.com">bunger@email.com</a>	<input type="checkbox"/>
SUP	<a href="#">Walker</a>	Contact	Stephanie	Walker	<a href="mailto:swalker@email.com">swalker@email.com</a>	<input checked="" type="checkbox"/>
SUP	<a href="#">Walker</a>	Student	Maxine	Walker	<a href="mailto:mwalker@email.com">mwalker@email.com</a>	<input type="checkbox"/>