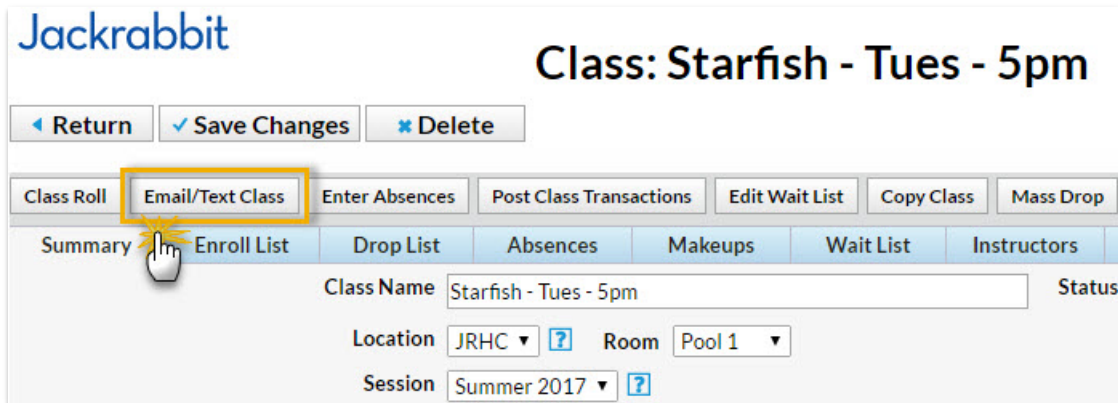


Email a Class

Last Modified on 11/03/2020 12:32 am EST

You can quickly email the students enrolled in a particular class using the *Email/Text Class* button located in the Class record.



1. From the *Class* record click **Email/Text Class** to open the email editor.
2. Select a **Template** if desired and the email **Type** (plain text or HTML).
3. Enter an **Email Subject Line** and **Message**.
4. Click **Attach File**, **Insert Image**, or **Choose from Dropbox** to attach files and add images if needed. See the Help Article [Email Attachments and Images](#) for more details.
5. Using the *Search Criteria*, determine who you want to email.
6. Select who to *Send Message To*. You can send to *Contacts*, *Students* and *Staff*, *Contacts and Students*, *Contacts and Staff*, *Contacts Only*, *Students Only*, or *Staff Only*.
7. If you would like to *Include Opt Out Emails* change the drop-down to *Yes*.
8. Select a reply email address from *Email Replies Sent To* which includes the email addresses of all User IDs and Locations in your database (Tools > Edit Settings). *Note: This email address is also sent a copy of the email.*
9. Click **Preview List**.

Jackrabbit

Preview

[Return](#)
[Send Now](#)
[Send Later](#)
[?](#)
[Help](#)
[Send Idea](#)

Results

Deliver To: Contacts, Students, and Instructors
Email Replies Sent To: jrhelpcenter@gmail.com
Subject: Class Cancellation - Tues Jun 20th - Pool Cleaning
Message: [Hide Message](#)

Hi Starfish Swimmers!

Our pools will be closed on Tuesday June 20th for cleaning and maintenance. A class credit will be posted to your account.

Thank you!

Message Length: 153

Matched Recipients

View 1 - 6 of 6 [Print](#) [Export](#) [Refresh](#)

Type	Acct/Family Name ↑	Name	Email	Check All
Instructor		John Linton	jlintonjr@outlook.com	<input checked="" type="checkbox"/>
Contact	Dierksen	Marlene Dierksen	marlened@email.com	<input checked="" type="checkbox"/>
Student	Dierksen	Amanda Dierksen	adierksen@email.com	<input checked="" type="checkbox"/>
Contact	Golding	Sara & Jeff Golding	sgolding@email.com; jgolding@email.com	<input checked="" type="checkbox"/>

Opt to send the email now or schedule it to be sent at a later time.

Clear any check box to remove that email address from the send list.

10. In the preview, clear the check box for any families you want to omit. You can clear the **Check All** header check box to remove every email address and then select only specific families.
11. Click **Send Now** to send the email right away or select **Send Later** to schedule the email to be sent at a later time. See our Help article [Schedule an Email](#) for more information.



Emails sent to contacts and students will be retained in the family email history for 180 days (Misc tab > View Sent Emails). At this time there is no log for emails sent to staff/instructors.