Email Listing Report

The **Email Listing** report will display contact and student email addresses from the Family record based on search criteria you choose. The report can be located under the *Reports (menu) > Find Reports > Email/Texting/Marketing (left menu) > Recommended (tab) > Email Listing*. Remember you can make the report one of your **My Reports** 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.
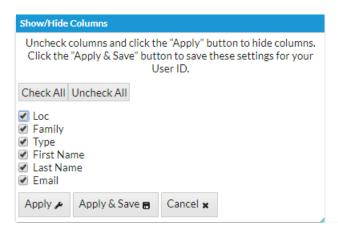

Search Criteria

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
```

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 criteria chosen will 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.

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	☐

Save this as a frequently used report! Click the heart (icon)♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!