

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!

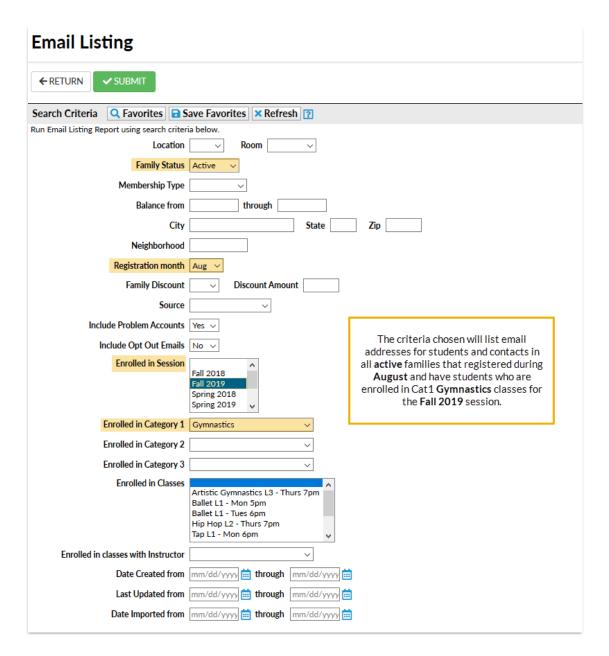
- * Email directly from the report results.
- * Export the listing to Excel, .csv, or PDF.

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

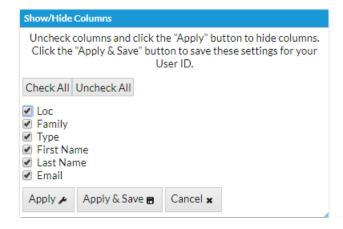
Using your selected criteria, Jackrabbit will compile a listing of email addresses for contacts and students in Family records that meet ALL of the criteria you have chosen.



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	
SUP	<u>Unger</u>	Student	Brett	Unger	bunger@email.com	
SUP	Walker	Contact	Stephanie	Walker	swalker@email.com	
SUP	<u>Walker</u>	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!