

Email Listing Report

Last Modified on 11/03/2020 12:34 am EST

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 through

Last Updated from through

Date Imported from through

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



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!