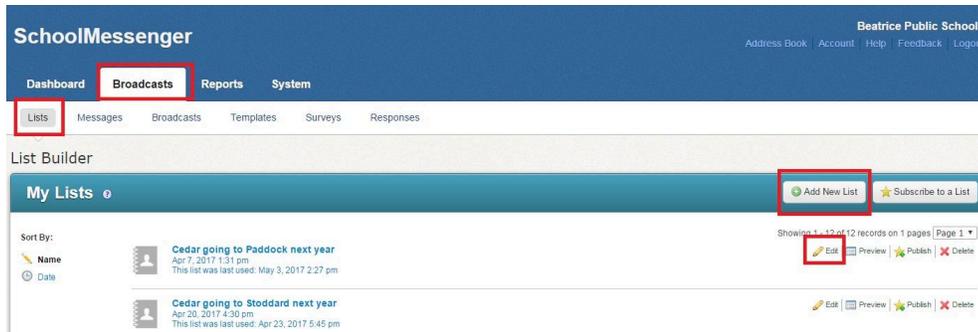


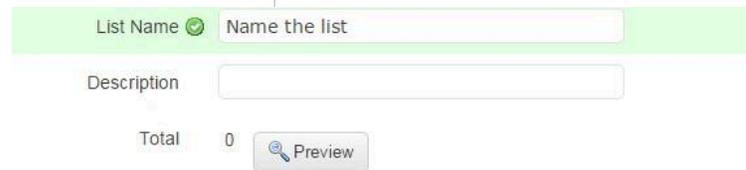
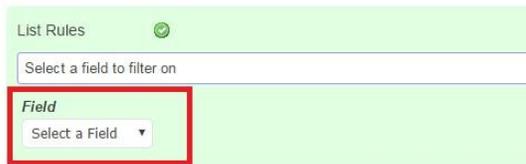
School Messenger - Broadcast Lists

- Go to the Broadcasts Tab
- Select Lists
- Here you can Add New List, Edit an existing list, or Subscribe to a list

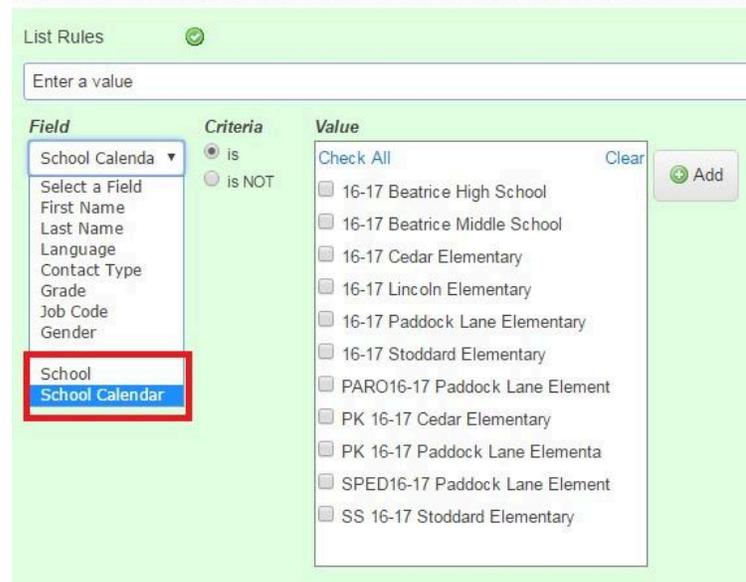
Create or Edit Lists:



LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS



LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS

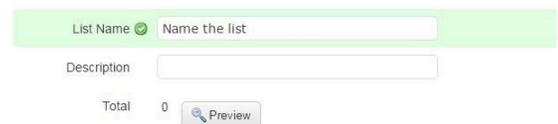


Add New List

- Hit the Add New List Button
- Name the List
- Select a Field to filter on
- For Schools that only have 1 calendar, select school and choose the school you want.
- For Schools that have more than 1 calendar Choose School Calendar and select the calendar(s) you want.
 - Paddock has several calendars.
 - Some Schools have Summer School and separate calendars to choose from, etc.
- Hit the Add button.
- If you only want certain grades - add a rule.

Contact type

- Field - Contact Type
- Choose Staff or Student
- Hit the Add button
- You can even select a job code!
- If you want both...no filter is needed.



LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS



Add Rules as needed.

Target Recipients

- Contact is the Student or Staff member
- Associated Guardians are any person associated with a student as a Guardian.
- Normally select BOTH
- You can restrict to Guardian Categories - if needed.

LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS

List Rules 

Remove All Rules

Rule #1	School Calendar	is NOT	SS 20-21 Beatrice High School, SS 20-21 Beatrice Middle Schoo, SS 20-21 Paddock Lane School	 Edit	 Delete
---------	-----------------	--------	---	--	--

To add another filter rule select a field

Field

Select a Field 

TARGET RECIPIENTS - YOU CAN SELECT CONTACT RECORDS AND/OR THEIR ASSOCIATED GUARDIAN RECORDS

Target Recipients  Contacts
 Associated Guardians
 Both

Guardian Category Restriction Restrict to these categories:

- Father
- Mother
- Grandparent
- Aunt
- Guardian
- Sibling
- Foster Mother
- Step-Father
- NO CONTACT
- Uncle
- Foster Father
- Other
- Caseworker
- Step-Mother
- Emergency Contact

When all choices have been made, Select DONE

 Refresh  Done

Subscribe to a list:

- Chose the **Subscribe to a List** button

The screenshot shows the SchoolMessenger interface. At the top, there's a navigation bar with 'SchoolMessenger' on the left and 'Beatrice Public Schools' on the right, with links for 'Address Book', 'Account', 'Help', and 'Logout'. Below this is a main menu with 'Dashboard', 'Broadcasts', 'Reports', 'System', and 'Admin'. Under 'Broadcasts', there are sub-menus for 'Lists', 'Messages', 'Broadcasts', 'Templates', 'Posts', 'Surveys', and 'Responses'. The 'List Builder' section is active, showing 'My Lists' with a search icon. On the right, there are two buttons: 'Add New List' and 'Subscribe to a List', with the latter highlighted by a red box. At the bottom, it says 'Sort By:' and 'Showing 1 - 3 of 3 records on 1 pages Page 1'.

- From the list of available lists, find the one you want
- Select **Subscribe**

The screenshot shows the 'Manage List Subscriptions' page. At the top, there's a navigation bar with 'Dashboard', 'Broadcasts', 'Reports', 'System', and 'Admin'. Below this is a main menu with 'Lists', 'Messages', 'Broadcasts', 'Templates', 'Posts', 'Surveys', and 'Responses'. The 'Manage List Subscriptions' section is active, showing 'Published Lists' with a search icon. On the right, it says 'Showing 1-6 of 6 records on 1 pages Page 1'. Below this is a table with columns: Name, Description, Modified, Owner, and Action. The 'Action' column is highlighted by a red box. The table contains the following data:

Name	Description	Modified	Owner	Action
* ALL - Students/Staff/Subs		Jan 11, 2018 9:51 am	crabstejnek	Subscribe
All BPS Students		Jul 31, 2018 8:59 am	crabstejnek	Subscribe
All Staff - Including Subs		Jan 11, 2018 9:52 am	crabstejnek	Subscribe
All Staff - NO Subs		Jan 11, 2018 8:51 am	crabstejnek	Subscribe
Community Contacts	Contacts not in BPS system includes Headstart Para	Oct 3, 2019 9:24 am	crabstejnek	Un-Subscribe
Subs		Sep 10, 2015 1:31 pm	crabstejnek	Subscribe

- Hit **Done**

When using a list - be sure that the list is showing the correct number of students.

The screenshot shows the 'Add Recipients Using Your 'Saved Recipient Lists'' dialog box. At the top, there's a navigation bar with 'Dashboard', 'Broadcasts', 'Reports', 'System', and 'Admin'. Below this is a main menu with 'Lists', 'Messages', 'Broadcasts', 'Templates', 'Posts', 'Surveys', and 'Responses'. The 'New Broadcast' section is active, showing 'Subject & Recipients' with a search icon. Below this is a form with 'Subject' (test) and 'Type' (General). At the bottom, there's a 'Recipients' button and an 'Add Message Recipients' button, both highlighted by a red box. The dialog box shows a list of 'Saved Recipient Lists' with columns: Recipient List Name and Count. The 'Count' column is highlighted by a red box. The list contains the following data:

Recipient List Name	Count
HS Staff	82
HS Students	617
HS Teachers	43
9th Grade	171
10th Grade	181
11TH Grade	132
12th Grade	132