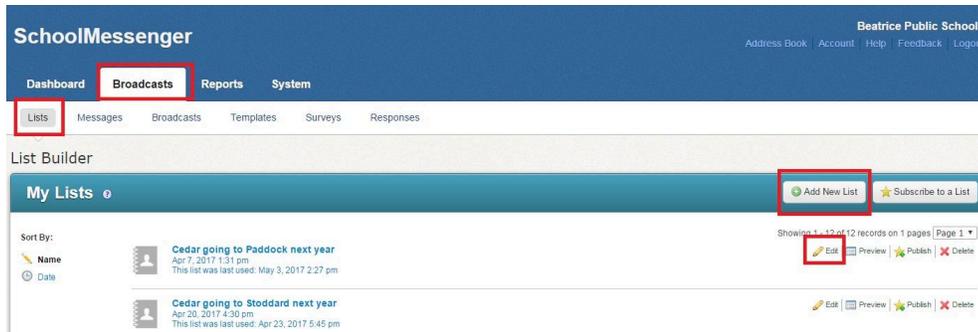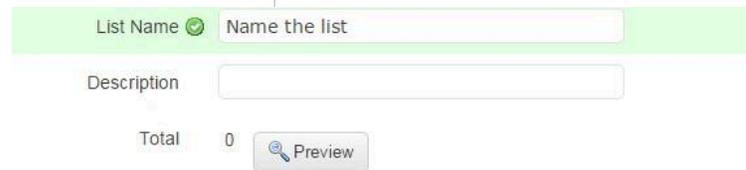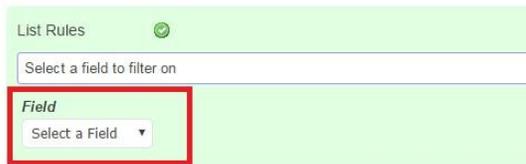# School Messenger - Broadcast Lists

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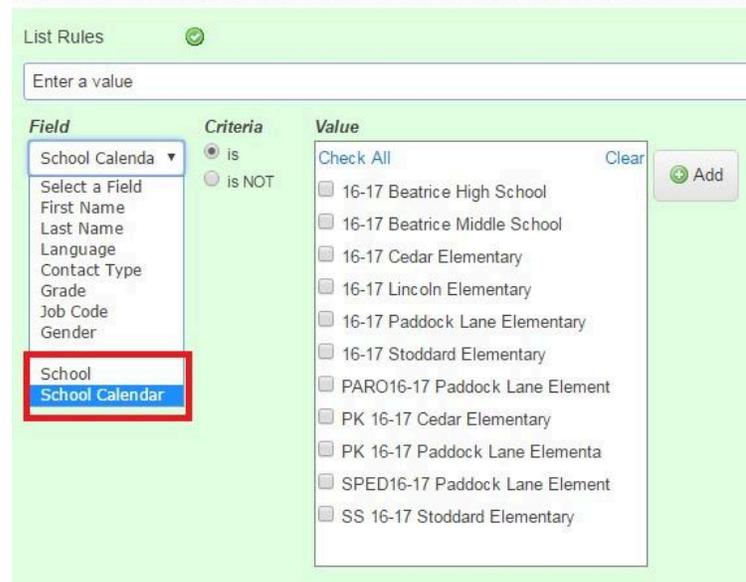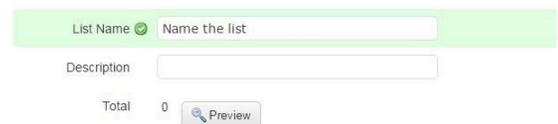
Create or Edit Lists:

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.**

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**

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

- **Hit Done**

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