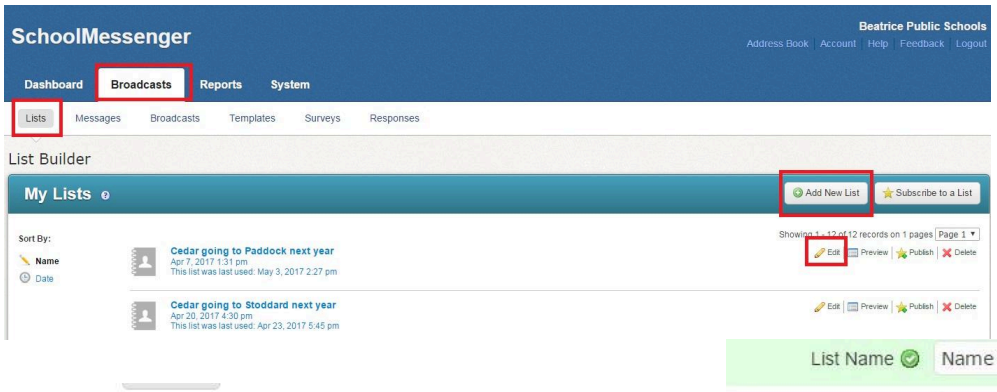
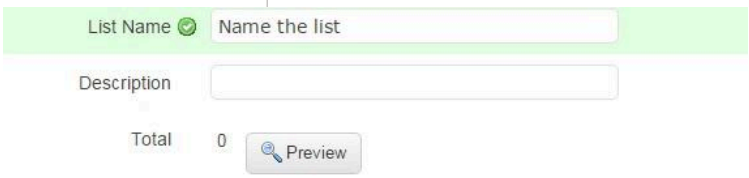
School Messenger - Broadcast Lists

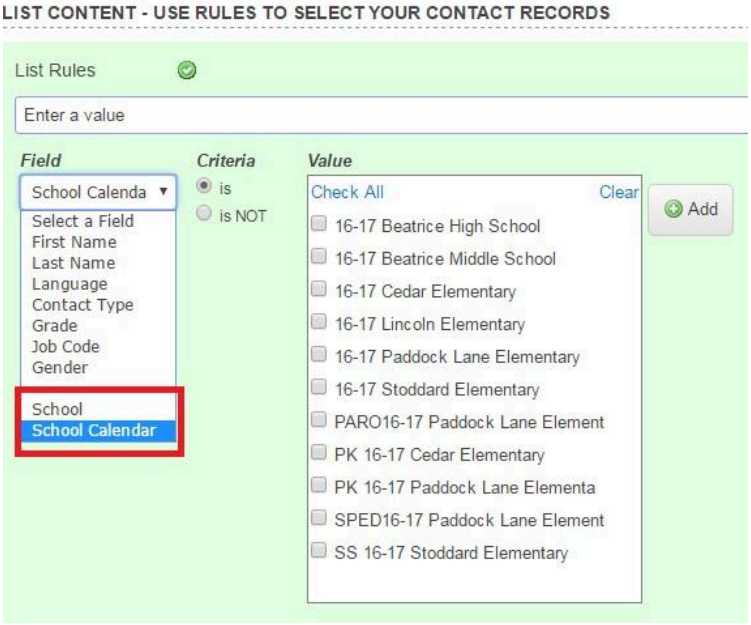
- Go to the Broadcasts Tab
- Select Lists
- Here you can Add New List, Edit an existing list, or Subscribe to a list

Create or Edit Lists:







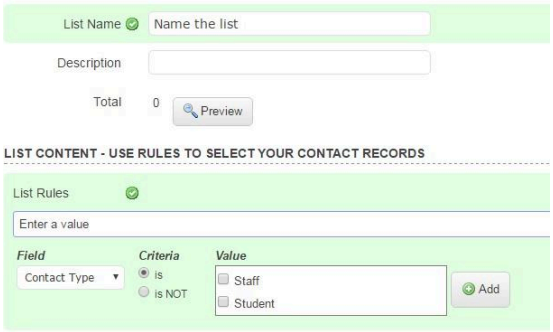


Add New List

- 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

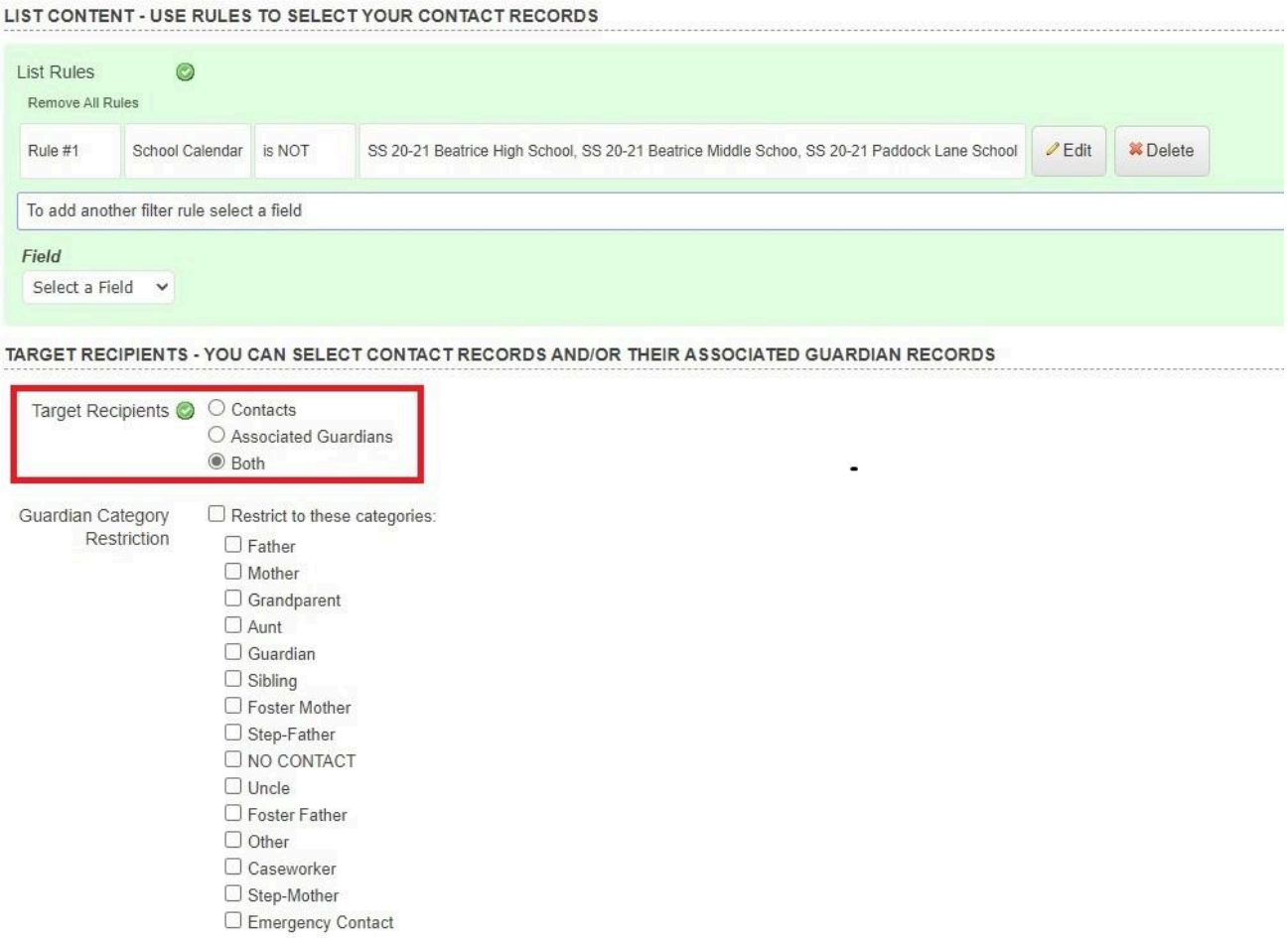
- Field - Contact Type
- Choose Staff or Student
- Hit the Add button
- You can even select a job code!
- If you want both...no filter is needed.



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.**

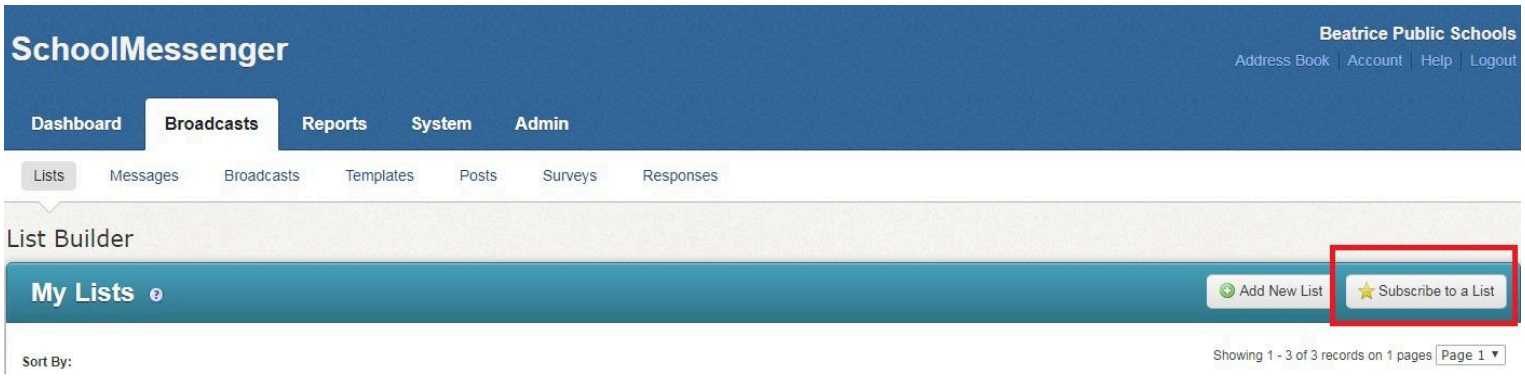


When all choices have been made, Select DONE

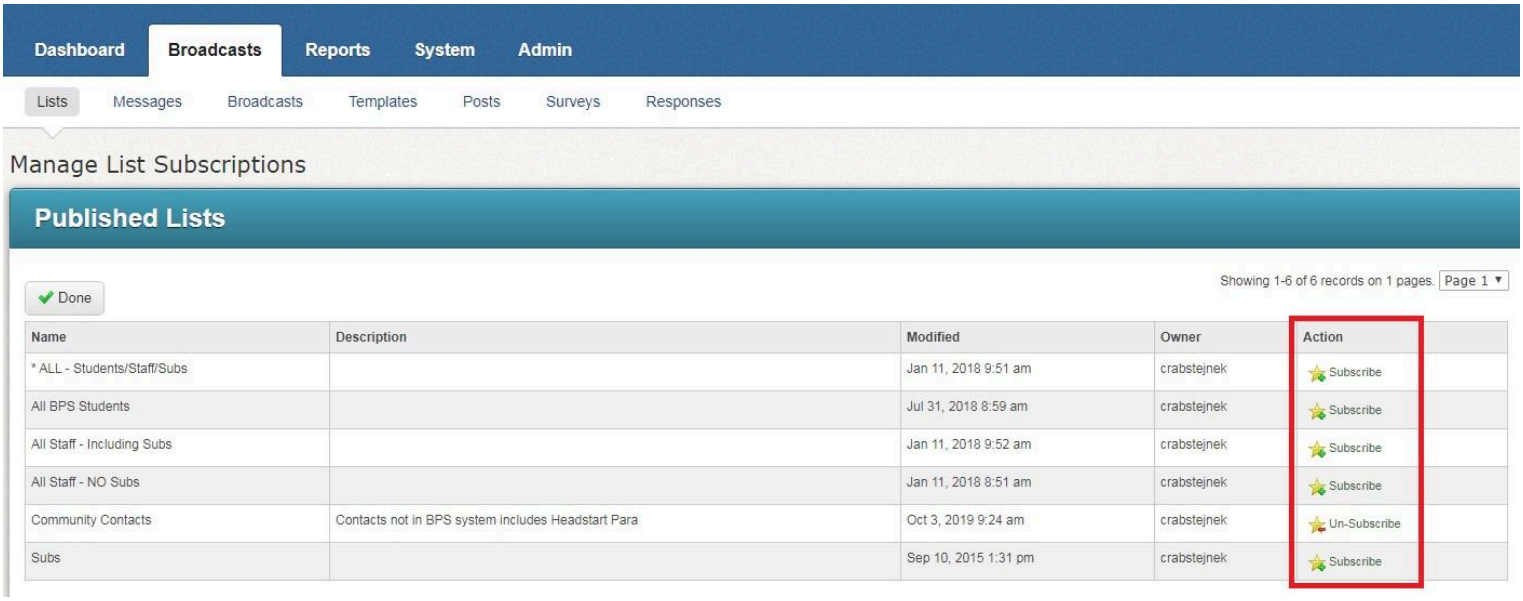


Subscribe to a list:

- **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.

