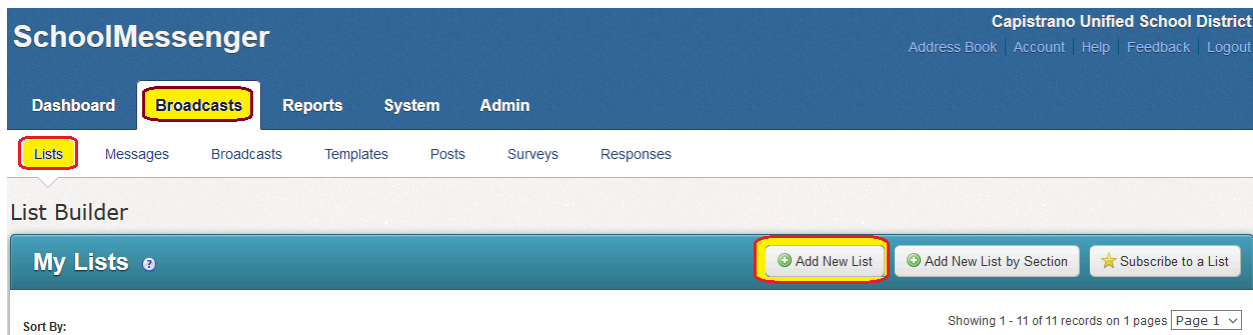
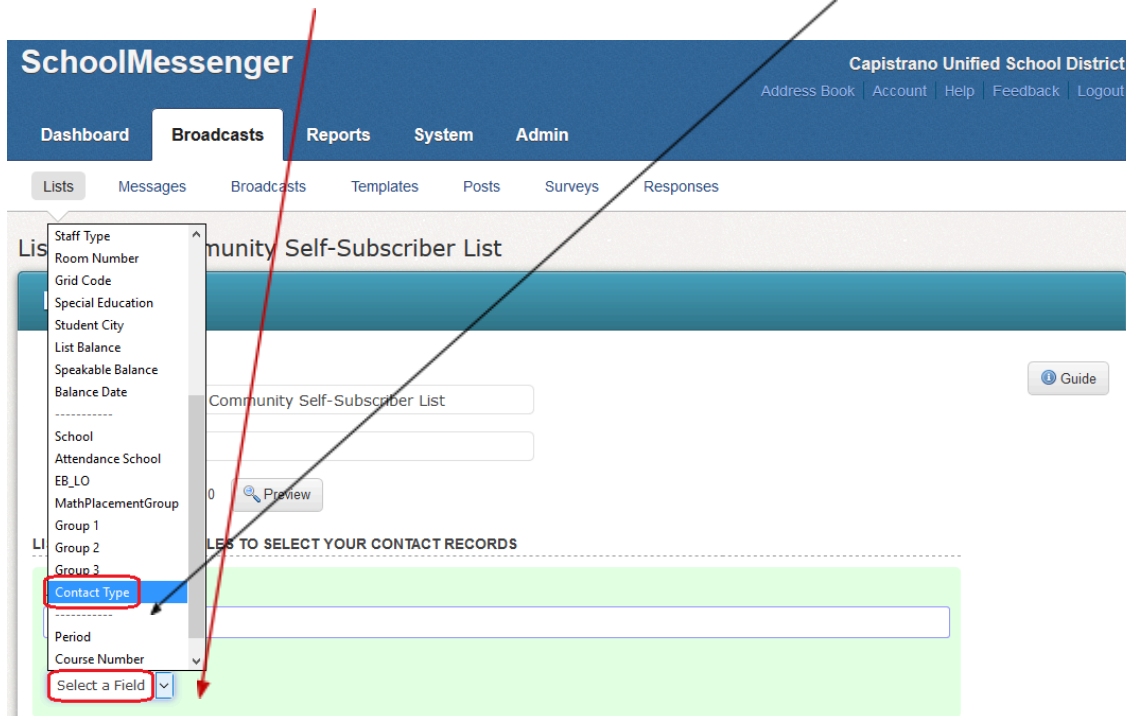


Creating Community Self-Subscriber List

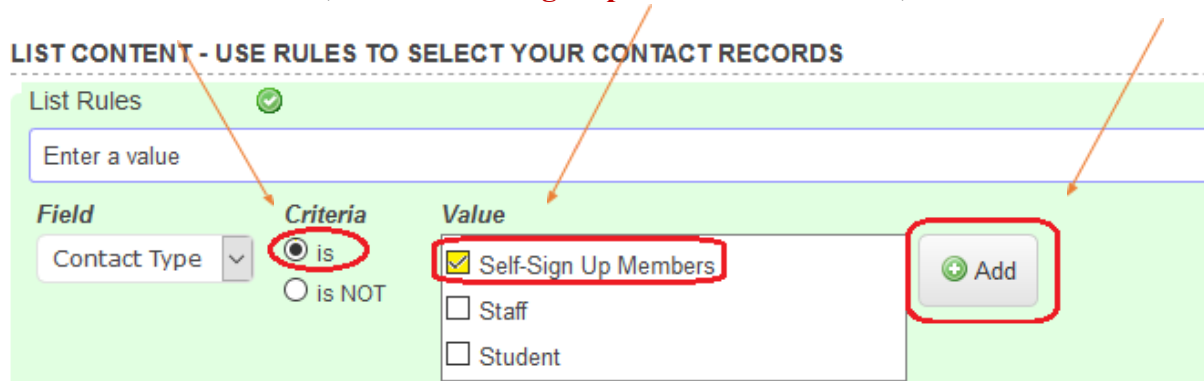
1. Log into SchoolMessenger and at the Dashboard, click on the **Broadcasts** tab which defaults to the **Lists** option, then click on “**Add New List**” button.



2. Name the List: **Community Self-Subscriber List**.
Click on **Select a Field** and scroll down to select **Contact Type**.



3. Select **Is** radio button, click on **Self-Sign Up Members** check box, then click on the **Add** button.



4. The rule is now created. The **Preview** button will give you the numbers of Community Members that have signed up to receive your General Messages.

List Editor: Community Self-Subscriber List

The rule for Contact Type is now added.

List Editor

List Name Community Self-Subscriber List

Description

Total 62

LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS

List Rules

Remove All Rules

Rule #1	Contact Type	is	Self-Sign Up Members		
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To add another filter rule select a field

Field

Select a Field

5. Scroll down and click on the **Done** button to save this list.

List Rules

Remove All Rules

Rule #1	Contact Type	is	Self-Sign Up Members		
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ADDITIONAL LIST TOOLS

Tool	Description
	Manually type in new contacts
	Choose from contacts you manually typed into your personal address book
	Search for people by name, ID#, email, or phone number
	Search the shared system contact database using rules
	Upload a list of contacts using a CSV file

This list can now be selected when sending out messages.

My Lists

Sort By:

Showing 1 - 11 of 11 records on 1 pages

	All Principals Jan 26, 2017 11:44 am This list has never been used	
	Community Self-Subscriber List Feb 10, 2017 12:08 pm This list has never been used	