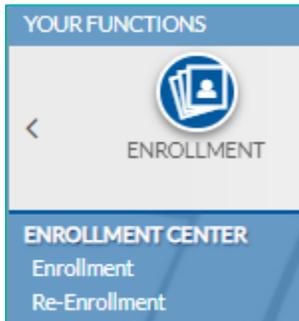


RADIUS

Send Email

# Send Email

Bulk emails are sent directly from the Enrollment/Re-Enrollment Search screen



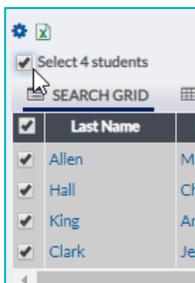
## Enrollment home page

- From Enrollment Center menu choose your audience
  - Enrollment or Re-Enrollment

## Search Grid

- Use the Quick Search filters at the top of the window to select by Name, Year, Division, Grade, AR Group, Enrollment Status, Contract Status or Student Group
- Use the filters on the left to further refine your sort

The screenshot shows the 'Re-Enrollment Home/Search' interface. At the top, there are several filter dropdowns: 'Quick Search', 'Year' (set to 'Current: 2019-2020'), 'Division' (set to 'Lower School'), 'Grade' (set to 'All'), and 'AR Group' (set to 'All'). Below these are buttons for 'Post Re-Enrollment Data', 'Publish Contract', 'Send Email', 'View Saved Contracts', and 'Unpublish Contract'. A table titled 'SEARCH GRID' is displayed with columns: Last Name, First Name, Grade, Contract Name, Year, Division, Enrollment St..., Contract Status..., Published Date, Deposit Paid, Signature Complete, and Checklist Complete. The table contains four rows of student data. On the left side, there is a 'Filter by' menu with options like 'All Students', 'Re-Enrollment Information', 'Parents', 'Matriculation', and 'Checklist Item'. Below the table, there is a 'Select 4 students' checkbox and a '15 Items per page' dropdown.

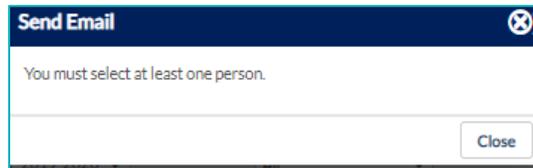


- Choose the box under gear to select all (i.e. *Select 4 students*)

- With your recipients checked, select Send Email button



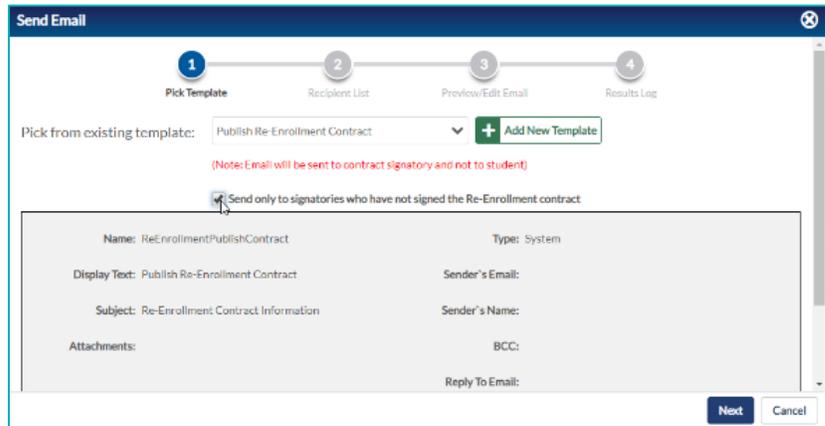
*If you do not make a selection the system will prompt you with a message to do so,*



## Step through Email Wizard

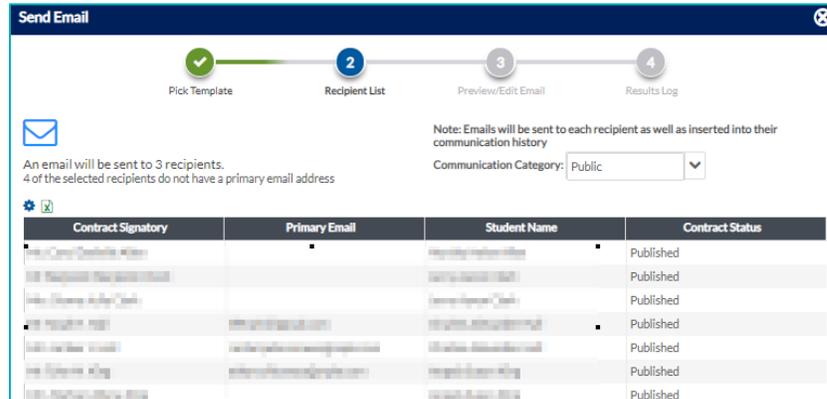
### Step 1: Pick Template

- Choose (or add) a template
- Note the option to send only to Signatories who have not signed contract
- Select Next



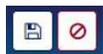
## Step 2: Recipient List

- This list is for review only
- Note the message about recipients who do not have valid email address.
  - If this list needs a correction, select the Cancel button and adjust recipients as needed from Search Grid
- Select Next



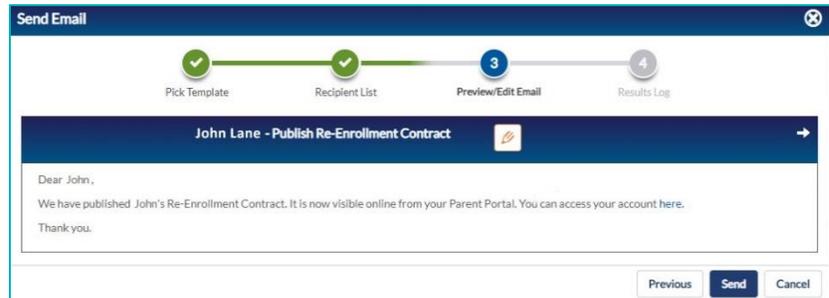
## Step 3: Preview/Edit Email

- Use Edit icon to personalize



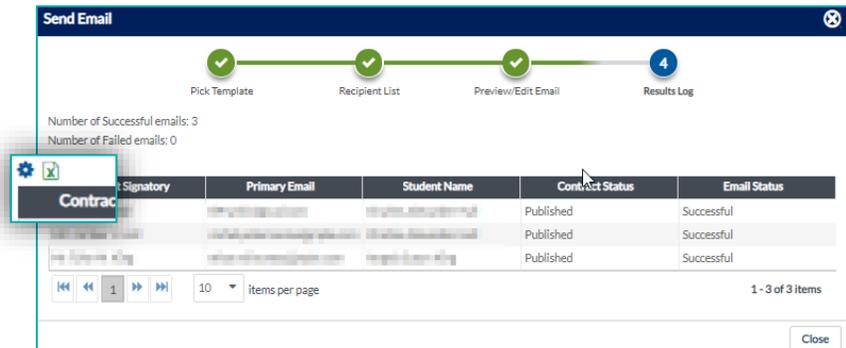
*Use Save /Cancel icon*

- Use arrow in blue header (on right) to advance through recipients
- Select Send



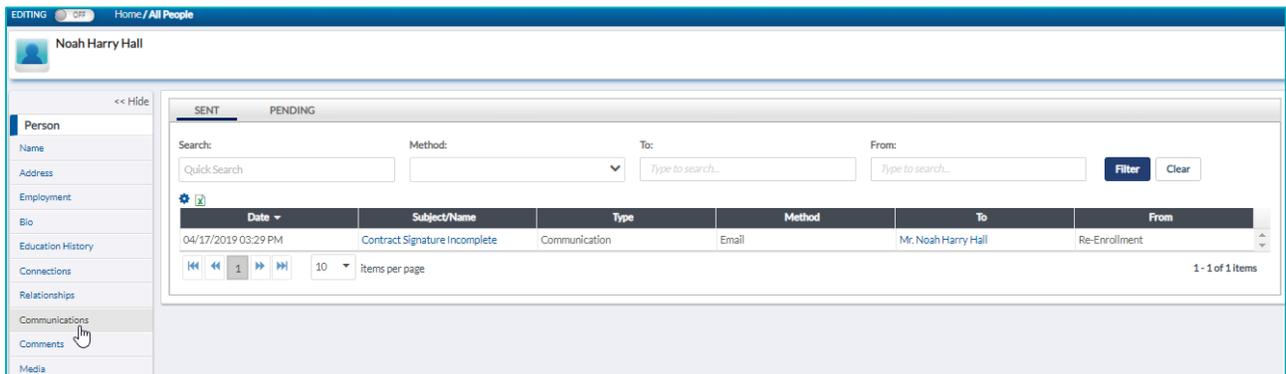
## Step 4: Results Log

- Review Recipients
  - Only the recipients with valid email addresses will be on this list
- Use the Gear Icon to set columns
- Use the Excel icon to download recipient details
- Select Close



## Communication History

The email history is saved for each person under their full profile (Person | Communications)



To find parent communication history

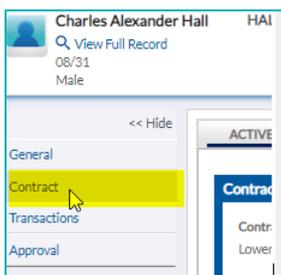
1. Select the student name from the search grid

**Links are indicated by blue text**

The screenshot shows a 'SEARCH GRID' table with columns: Last Name, First Name, and Grade. The table contains four rows of data. The 'Last Name' column contains the names 'Allen', 'Hall', 'Kn...', and 'Cla...'. The 'First Name' column contains 'Martha', 'Charles', 'Angela', and 'Jerry'. The 'Grade' column contains '2', '3', '5', and '6'. The text 'Hall' in the second row of the 'Last Name' column is highlighted in blue, indicating it is a link.

	Last Name	First Name	Grade
<input type="checkbox"/>	Allen	Martha	2
<input type="checkbox"/>	<a href="#">Hall</a>	Charles	3
<input type="checkbox"/>	Kn...	Angela	5
<input type="checkbox"/>	Cla...	Jerry	6

2. Select Contract from navigation on the left side of screen.



3. Scroll down to see Contract Signatory table

4. Select Name (blue text = hyperlink)

The screenshot shows a web application interface with a top navigation bar containing 'EDITING OFF' and 'Home / Search / Re-Enrollment'. On the left, there is a search bar with 'Contract' entered and a sidebar menu with 'Transactions' and 'Approval' options. The main content area is divided into two sections: 'Contract Information' and 'Contract Signatories'. The 'Contract Information' section includes fields for 'Contract Name: LowerSchool', 'Published Date: 03/20/2019 01:02 PM', 'Received Date:', and 'Contract Portal Visibility:'. Below this, it shows 'Visible From: 12/25/2018' and 'Visible To: 03/01/2022'. The 'Contract Signatories' section features a table with the following data:

Name	Relation	Relati
Noah Hall	Stepfather	Parent/Guardi
Amber Hall	Mother	Parent/Guardi

5. Select View Full Record

The screenshot displays a profile page for 'Mr. Noah Harry Hall'. It includes a placeholder for a profile picture, the name 'Mr. Noah Harry Hall', the date '01/26/1948', and the gender 'Male'. Below this, it lists 'Role(s): Parent, Constituent'. At the bottom of the profile card, there is a blue button labeled 'View Full Record' with a cursor pointing to it, and a 'Close' button in the bottom right corner.

6. From Left Navigation select Communications in Person menu

The screenshot shows a web application interface for viewing communications. The top navigation bar includes 'EDITING OFF' and 'Home / All People'. The main header shows the name 'Noah Harry Hall'. On the left, there is a navigation menu with 'Person' selected, and sub-menu items for 'Name', 'Address', 'Employment', 'Bio', 'Education History', 'Connections', 'Relationships', and 'Communications'. The main content area is titled 'SENT' and 'PENDING' and contains a search bar with 'Quick Search' and a dropdown menu. Below the search bar is a table with the following data:

Date	Subject/Name	Type	Method	To	From
04/17/2019 03:29 PM	Contract Signature Incomplete	Communication	Email	Mr. Noah Harry Hall	Re-Enrollment

At the bottom of the table, there is a pagination control showing '1' items per page and '1 - 1 of 1 Items'.