



How To Guide - Sending Emails to Selected Parents

The Email Broadcast System is used to send formatted messages to all parents or to selected parents with optional attachments.

1. Go to "**EMAIL SYSTEM**" => "**Send Emails to Parents**" => select the "**Email Message**" to send.
2. There are a number of parameters that are used to select only some parents to whom you will send your email message:
 - a. Volunteers, volunteers on a specific date or volunteers from a specific schedule.
 - b. A single user id or the parent of a particular student.
 - c. Any parent who has ordered on-line or with a paper order.
 - d. Any parent with Unpaid, Paid, Complimentary, or Inactive orders. This is good to notify parents that their child will not be getting any food if the order is Inactive.
 - e. Any parent who placed an order in a particular schedule. How to notify parents that the order will be delivered on a certain date and they need to pick it up.
 - f. Parents of children who ordered a certain item. This is important if you need to change an item or supplier.
 - g. People with a balance owing. Send a polite message telling them to pay or else.
 - h. Parents of students in a certain class. Good if volunteers are needed for a field trip or for a class event like vaccinations.
3. Scroll to the Bottom of the page and click "**Send Broadcast Email**".
4. On the next screen click "**Send Emails**".
5. Emails are sent every few minutes by the system depending on the current system load and the number of emails. Monitor the email logs and your emails will be sent within 5 to 10 minutes.

When setting parameters it is important to only select the parameters that you need. If you select too many you will often get no parents who match all the parameters.