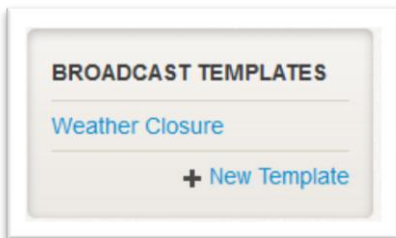


Broadcast Templates

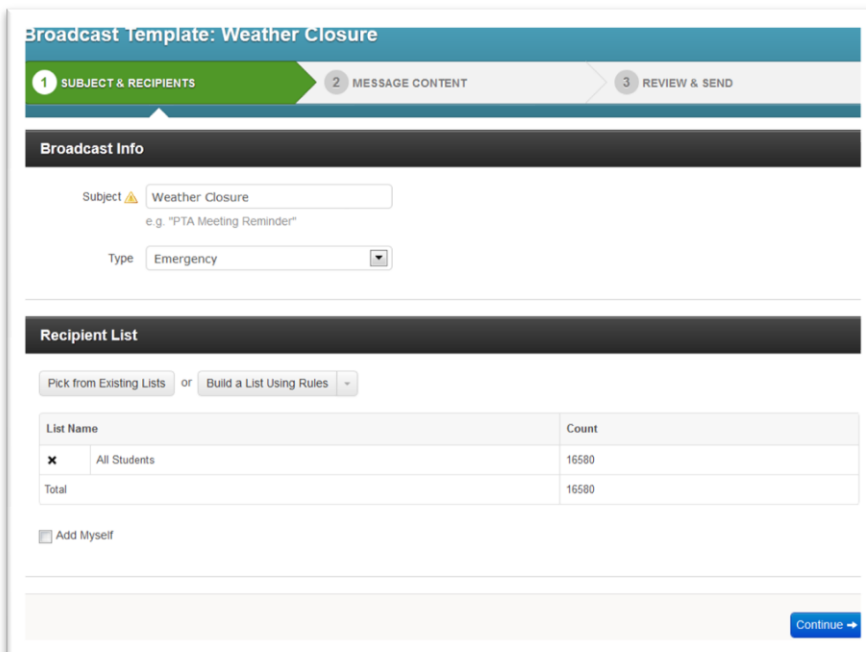
Broadcast Templates let you create reusable Broadcasts. These are useful for messages which you may send frequently. For example, you may wish to create an emergency "Snow Day" Broadcast for use during school closures due to bad weather, or perhaps a "Staff Meeting" message for your staff. If you have a regularly recurring notification such as absence calls where everything's the same, you can create an "Absence Message" to reuse again and again.

Using a Template to send a new Broadcast

1. From the Dashboard, click on the Broadcast Template you wish to use.



2. You will be taken to the Broadcast wizard, which will be pre-populated with the information from the template.

A screenshot of a "Broadcast Template: Weather Closure" wizard. The wizard has three steps: 1. SUBJECT & RECIPIENTS (highlighted in green), 2. MESSAGE CONTENT, and 3. REVIEW & SEND. The "Broadcast Info" section contains a "Subject" field with "Weather Closure" and a dropdown menu for "Type" set to "Emergency". The "Recipient List" section has two buttons: "Pick from Existing Lists" and "Build a List Using Rules". Below these is a table with columns "List Name" and "Count".

List Name	Count
<input checked="" type="checkbox"/> All Students	16580
Total	16580

There is also an "Add Myself" checkbox and a "Continue" button at the bottom right.

- As needed, you can change, add, or delete lists for this Broadcast. Making changes to this Broadcast will not change the Template itself.

Recipient List

Pick from Existing Lists or Build a List Using Rules

List Name	Count
✘ All Students	16580
✘ Sample List	2
Total	16582

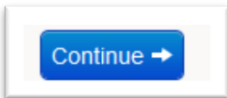
Add Myself

Phone

Email

SMS

- Click *Continue*.



- Continue* past the Message Content page.

Broadcast Template: Weather Closure

✓ SUBJECT & RECIPIENTS 2 MESSAGE CONTENT 3 REVIEW & SEND

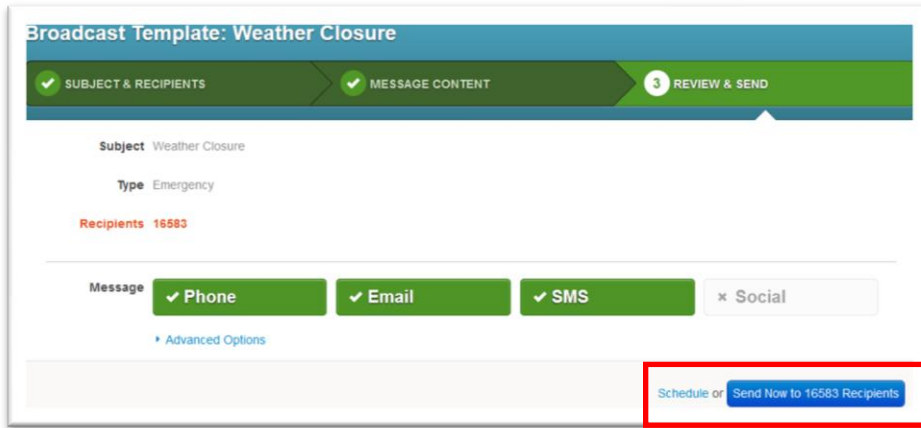
Create the content for this message, or load a saved message

Message content loaded from saved message: Weather Closure

✓ Add Phone ✓ Add Email ✓ Add SMS Add Social

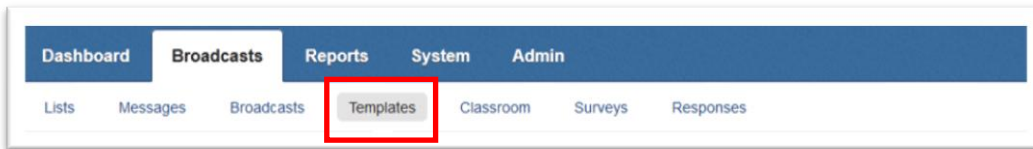
Continue

- Schedule or send the Broadcast immediately.

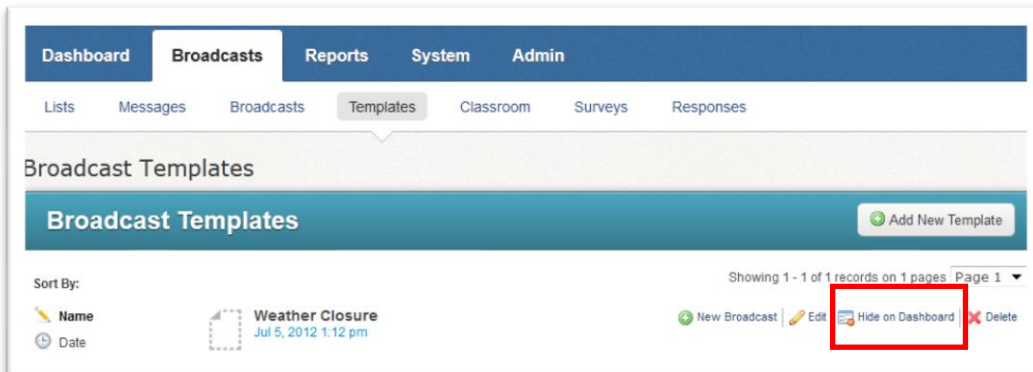


Managing Your Dashboard Templates

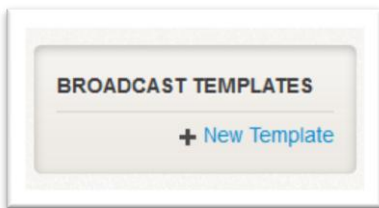
- Click the *Broadcasts* tab followed by the *Templates* sub-tab.



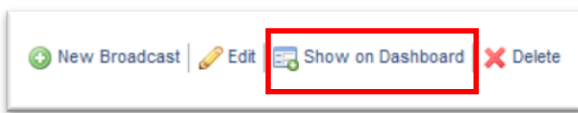
- Click *Hide on Dashboard* to remove the Broadcast Template from your Dashboard.



- The Template will no longer show on your Dashboard.



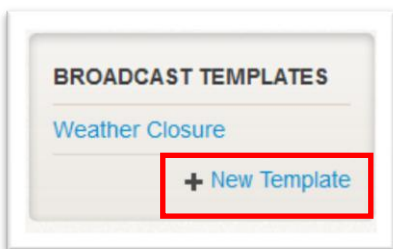
- Click *Show on Dashboard* to put the Template back on the Dashboard.



Creating and Editing a Template

To create a Template, you will first need to have a list and a message. Directions on how to create lists and messages are given at the end of this section.

- Click *New Template* link on the Dashboard.



2. Enter the following information into the *Template Editor*:
 - a. Name
 - b. Type/Category – this is the Broadcast Type.
 - c. Lists(s) – Choose the list or lists of recipients for your Broadcasts from this Template.
 - d. Choose a message you have already created.
 - e. Click *Save*.

Template Editor: New Template

Template Editor

Name

Description

Type/Category None
 Emergency
 Attendance
 General

LIST(S)

Lists	List Name	Count
<input type="checkbox"/> Additional List Tools	Total	0
<input type="checkbox"/> All Students		
<input type="checkbox"/> Sample List		
<input type="checkbox"/> 12th Grade		

MESSAGE

Message

3. To Edit a Broadcast
 - a. Click the Broadcasts tab followed by the Templates sub tab.
 - b. Click *Edit* next to the Broadcast Template you wish to edit. This will take you to the Template Editor where you can make your desired changes.

Broadcast Templates

Sort By:

Showing 1 - 1 of 1 records on 1 pages Page 1

Name	Date	Actions
Weather Closure	Jul 5, 2012 1:12 pm	<input type="button" value="New Broadcast"/> <input checked="" type="button" value="Edit"/> <input type="button" value="Hide on Dashboard"/> <input type="button" value="Delete"/>

Showing 1 - 1 of 1 records on 1 pages Page 1