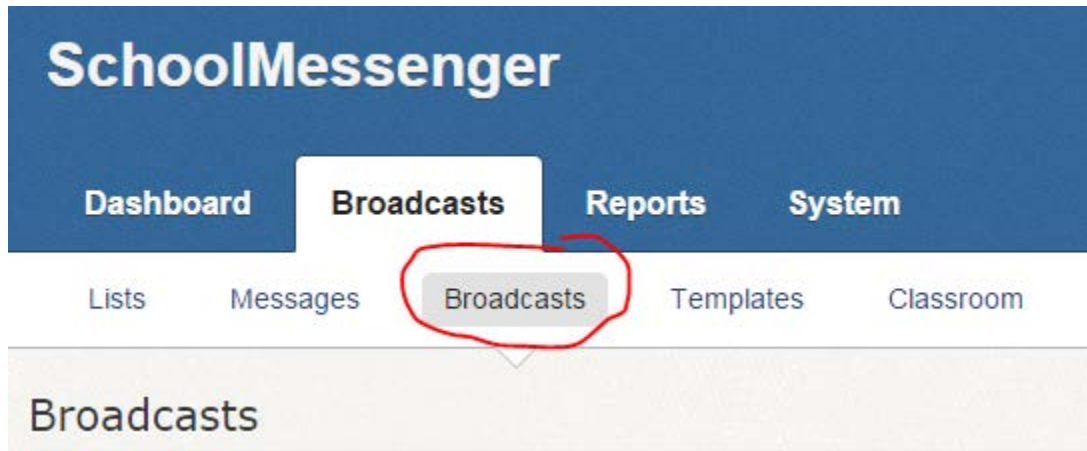


SchoolMessenger – Sending a Broadcast (Teachers)

At this point, you should have your list and message already created, saved and ready to go. Select “Broadcasts” in the Broadcasts tab:



The Broadcast is what tells SchoolMessenger WHAT you want to send, WHO you want to send to, and WHEN to send it.

Select “Add New Broadcast”:



The Broadcast Editor will open, giving you all your sending options.

First, give your broadcast a name. You will be the only one to see this name, so use a naming convention that makes sense to you. The description field is for your own purposes and is not a required field.

Next, choose what kind of message you're sending. Your options are to send an email to parents, an email to students or a text to parents. At this time, we are not able to text students due to legal limitations. If the message that you created is an email intended for parents, choose "Teacher email to Parent Guardian".

Broadcast Editor: New Broadcast

Broadcast Information

Name My first broadcast

Description

Type/Category Teacher email to Parent Guardian
 Teacher email to student
 Text to Parent Guardian

Start Date 08/25/2015

Now choose which day and time you would like your message to send:

Start Date 08/25/2015

Days to Run 1 ▼

Start Time 7:00 am ▼

End Time 11:00 pm ▼

Choose your list of recipients:

LIST(S)

List(s) French

List Name	Count
French	30
Total	30

Skip Duplicates

Lastly, choose your message from the dropdown menu. This gives you one last chance to preview your message (click on the green checkmark under Email). Then click "Proceed to Confirmation":

MESSAGE

Message Test message

	SMS	HTML Email	Plain Email
English	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hmong	-	<input type="radio"/>	<input type="radio"/>
Spanish	-	<input type="radio"/>	<input type="radio"/>

ADVANCED OPTIONS

Auto Report

Max Attempts 4

Save **→ Proceed To Confirmation** Cancel

You get one last confirmation page before hitting send. Make sure all the information is correct (broadcast type, list, message, time it's being sent, etc). Then click Submit Broadcast:

Review and Confirm Selections
After verifying Broadcast settings click Submit Broadcast

Confirmation & Submit

Settings: Broadcast Name	My first broadcast	
Description	Teacher email to Parent Guardian	
Broadcast Type	French	
List	30	
Total people in list:	August 28th, 2015	
Start date	1	
Number of days to run	Earliest	4:00 pm
Delivery window:	Latest	11:00 pm
Earliest		
Latest		
Email a report when the Broadcast completes	<input checked="" type="checkbox"/>	Report

Message: Test message

Advanced Options:

Modify Broadcast Settings Save For Later **→ Submit Broadcast**

Congratulations! You just sent your first message out! Way to go!