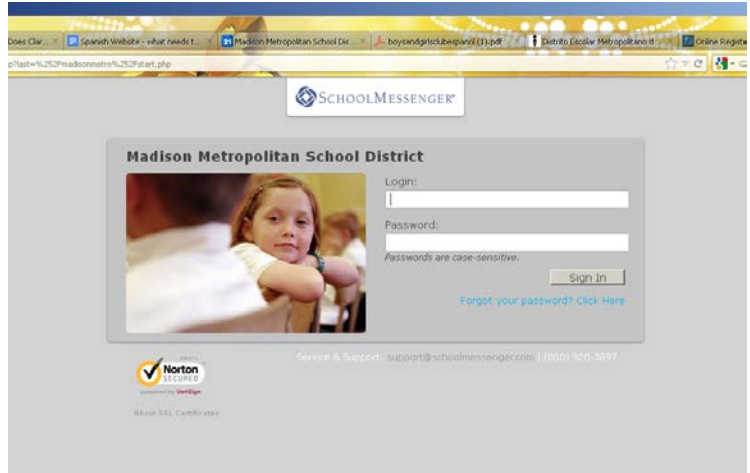


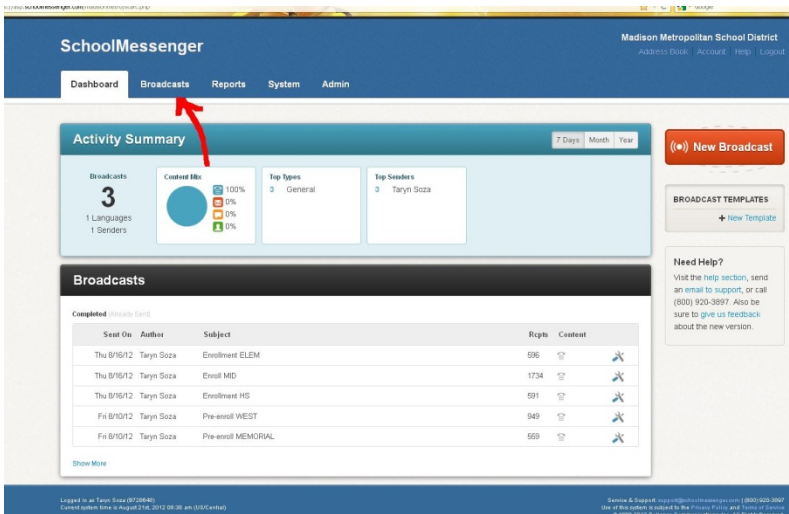
SchoolMessenger Guide for Secretaries and Administrators - Lists

Log in with your b# and password

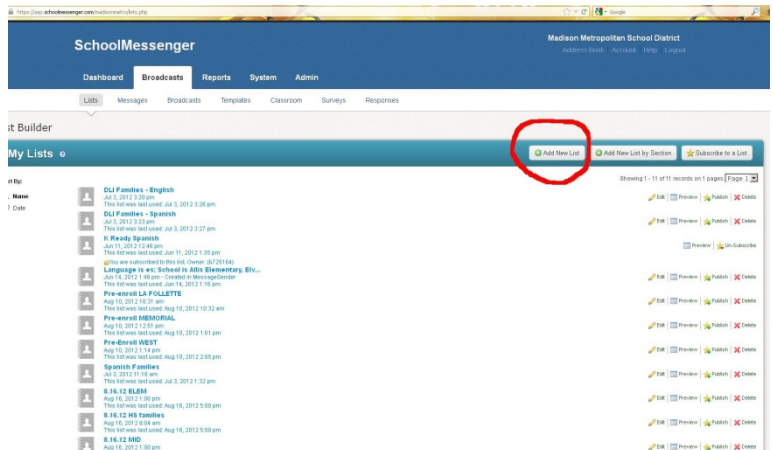
If you do not remember your password, call the Tech Help Line at 3-5853



Select the **Broadcasts** tab at the top of the screen



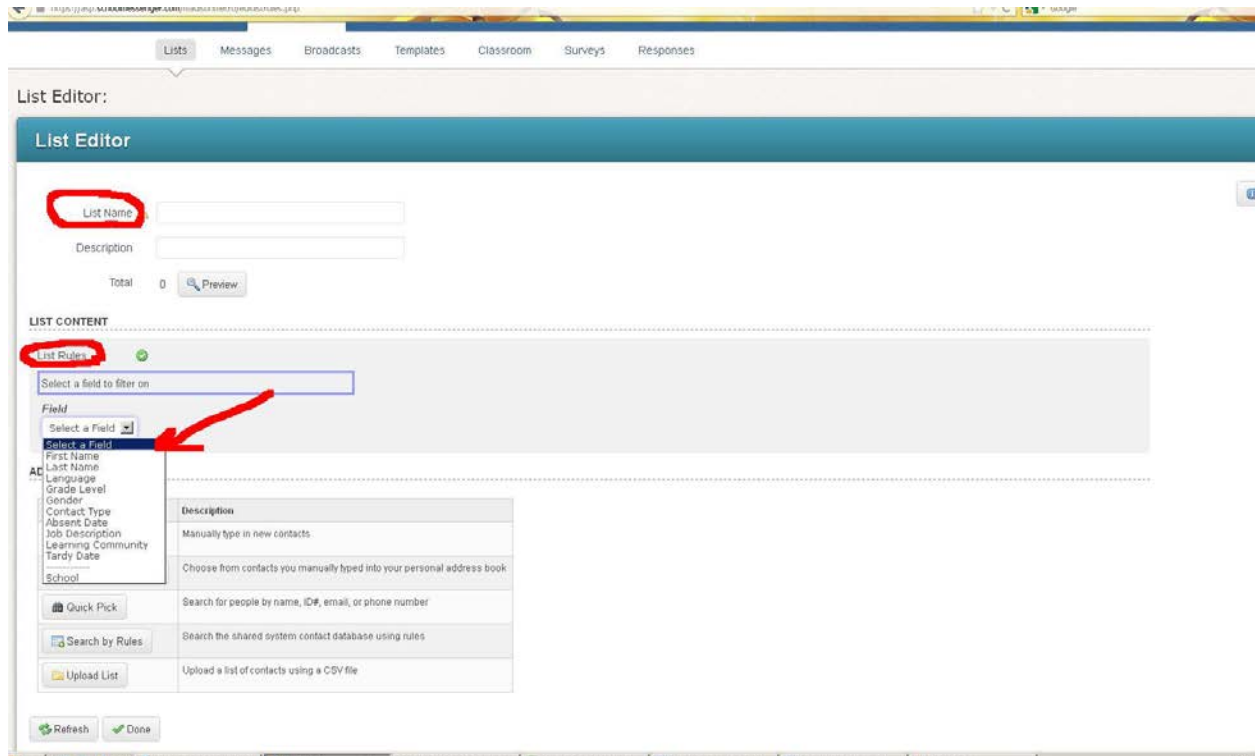
Click the **Add New List** button to select who you would like to send a message to.



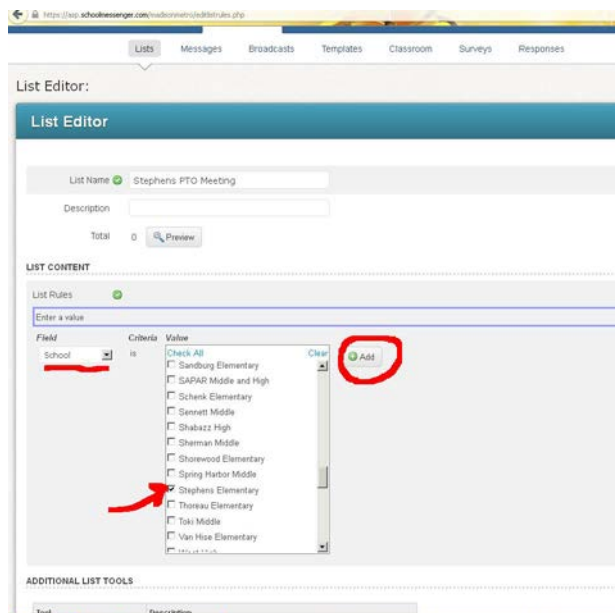
How to create and use Lists

Here you have several options to create your list. First, make sure you give your list a **name**. The program will not let you save your list until you have named it.

To create a **list using rules** (ex: to send to specific schools, to choose which language you would like to send the message to, etc), start by choosing a field from the drop down menu.



If you would like to just send a message to your school, select **School** from the drop down menu.



Check the box next to your school and click **Add**.

How to create and use Lists

Now you can see the number of families enrolled. This number comes directly from Infinite Campus. In this case, there are 614 contacts for Stephens.

You need to make sure that you don't include staff in your list, unless you want them to also receive the message. In order to remove them, select **Contact Type** from the drop down menu. Select that criteria **is NOT** and check the box for **Staff**. Then select **Add**.

List Editor

List Name

Description

Total **614**

LIST CONTENT

List Rules

Remove All Rules

Rule #1 is

Enter a value

Field	Criteria	Value	
<input type="text" value="Contact Type"/>	<input checked="" type="radio"/> is	<input checked="" type="checkbox"/> Staff	<input checked="" type="button" value="Add"/>
	<input type="radio"/> is NOT	<input type="checkbox"/> Student	

ADDITIONAL LIST TOOLS

See how the total number of contacts on the list changes (below).

Now you can select **Done**. Your list is ready!

List Name

Description

Total **522**

LIST CONTENT

List Rules

Remove All Rules

Rule #1 is NOT

Rule #2 is

To add another filter rule select a field

Field

ADDITIONAL LIST TOOLS

Tool	Description
<input type="button" value="Enter Contacts"/>	Manually type in new contacts
<input type="button" value="Open Address Book"/>	Choose from contacts you manually typed into your personal address book
<input type="button" value="Quick Pick"/>	Search for people by name, ID#, email, or phone number
<input type="button" value="Search by Rules"/>	Search the shared system contact database using rules
<input type="button" value="Upload List"/>	Upload a list of contacts using a CSV file