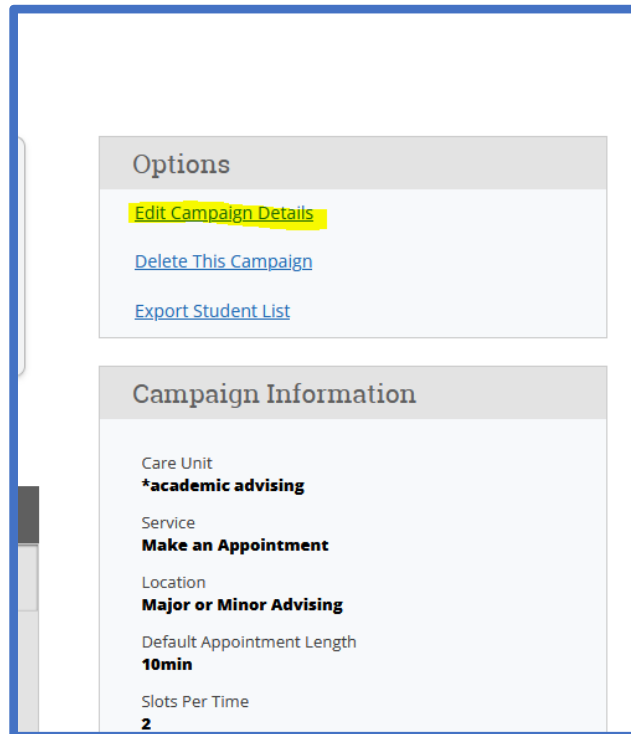
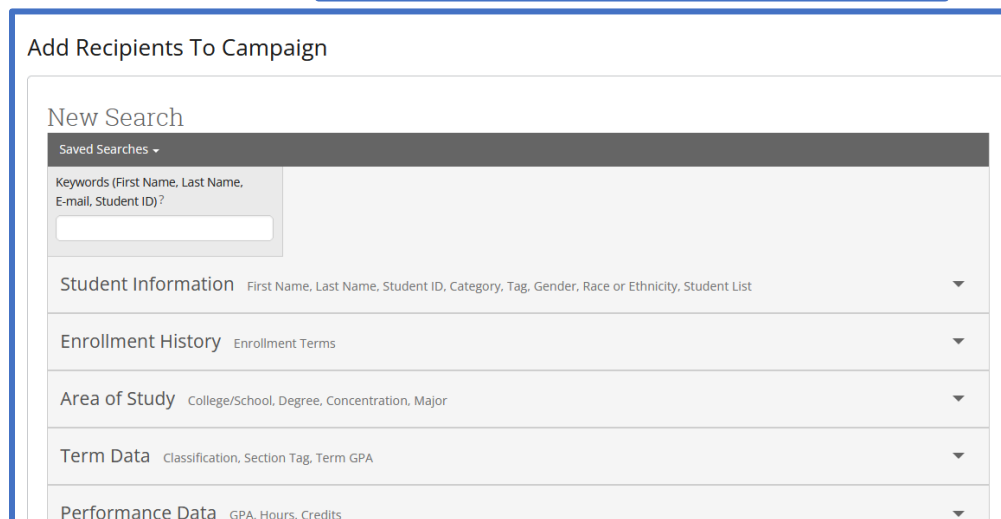


ADD STUDENTS TO AN EXISTING CAMPAIGN

Forgot a student on Campaigns. No worries.



This screenshot shows the 'Options' and 'Campaign Information' sections of a campaign management interface. The 'Options' section includes three links: 'Edit Campaign Details' (highlighted in yellow), 'Delete This Campaign', and 'Export Student List'. The 'Campaign Information' section lists several attributes: 'Care Unit' with the value '*academic advising', 'Service' with 'Make an Appointment', 'Location' with 'Major or Minor Advising', 'Default Appointment Length' with '10min', and 'Slots Per Time' with '2'.



This screenshot shows the 'Add Recipients To Campaign' form. It features a 'New Search' section with a 'Saved Searches' dropdown and a search input field for 'Keywords (First Name, Last Name, E-mail, Student ID)?'. Below the search field are several filterable categories, each with a dropdown arrow: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (College/School, Degree, Concentration, Major), 'Term Data' (Classification, Section Tag, Term GPA), and 'Performance Data' (GPA, Hours, Credits).

Add Recipients To Campaign

Review Recipients in Campaign

Actions ▾	
<input type="checkbox"/>	NAME
<input type="checkbox"/>	Aafedt, Andrew
<input type="checkbox"/>	Aasmundstad-Williams, Avery
<input type="checkbox"/>	Abad, Gabby
<input type="checkbox"/>	Pearson, Jordan
<input type="checkbox"/>	Sperb, Viviane

Once you add a new student. You will then review your recipients in Campaign list, **Continue**. Next will be a screen for select staff for campaign if they are no changes there **Continue**. Lastly, Compose Nudges, you can review your message if needed. **Continue** to Verify and Start.

ⓘ **Some newly added students in this campaign have not received a nudge yet** ×
You can send a nudge to them now with the Send Nudge Now button below or Save and Exit the campaign without sending these users an initial nudge. All students that are a part of this campaign will receive future nudge emails.

[Define Campaign](#) — [Verify Recipients](#) — [Select Staff](#) — [Compose Nudges](#) — [Verify and Start](#)

Verify & Start

Campaign Summary

Define Campaign

Name:	test
Instructions or Notes for Landing Page:	testsf
Care Unit:	*Academic Advising
Location:	Major or Minor Advising
Service:	Make an Appointment
Appointment Limit:	1
Appointment Length:	10 mins
Slots Per Time:	2
Scheduling Window:	02/28/2023 - 03/14/2023
Allow Scheduling Over Courses:	No
Staff Reminders:	Email - Yes Text - Yes
Recipient Reminders:	Email - Yes Text - Yes

Recipients

[View 5 recipients](#)

You will see a message at the top of the screen that new students have been added to the campaign and that you can send them the initial nudge without resend the first nudge to students that have already receive the first message. Continue

Appointment Length: 10 mins

Compose Nudge Email for Newly Added Students

Hello {Student_first_name}:

Please schedule an appointment for Make an Appointment at Major or Minor Advising . To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.


{Schedule_link}

Thank you!

Available Merge Tags

{Student_name}	Inserts the first name and last name of the student
{Student_first_name}	Inserts the student's first name
{Student_last_name}	Inserts the student's last name
{Schedule_link}	Inserts a link to schedule the appointment

Add Attachment:

 No file selected.

Cancel