

GETTING TO KNOW THE NEW INTERFACE

Broadcasts created in the New Interface automatically save and will reload if you are logged out unexpectedly.

THE DASHBOARD

- The tabs are now on the left side. More tabs will be coming soon.
- **Send a Broadcast** creates a new Broadcast.
- **Recent Broadcasts** appear in the centre with a brief summary.
- **Analytics** provides detailed insights into past Broadcasts.

CREATE A NEW BROADCAST

A simplified window prompts you to enter a **Name** and that you select the **Broadcast Type**.

Under **Additional Broadcast Settings**, you can enable “**Save Message Content**” to reuse this message later.

RECIPIENTS WINDOW

Several key updates:

- Click the 3 vertical dots next to “**Select Broadcast Recipients**” to:
 - o Apply **Custom Rules** (eg: filter by School or Grade).
 - o **Upload a List** (eg: CSV files for teams or incoming students).
 - o **Add Me**
- **Lists**: access previously created or imported Lists.

Note: Lists must still be created in Classic Mode. Once created, they will be available in the New Interface.

MESSAGES – FIRST WINDOW

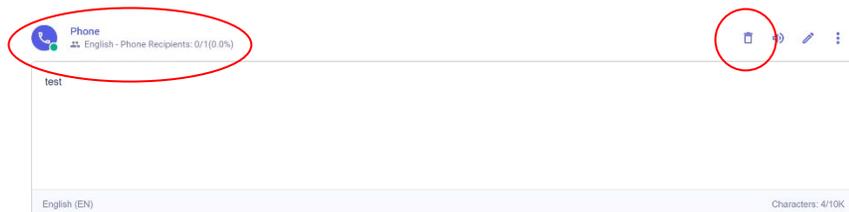
- Click the 3 vertical dots next to “Default Message” to access **Saved Messages**.
- Compose your message in the text box.
- Use the “**Insert Field**” button above the message box to personalize content (eg: student name, grade, date).

IMPORTANT to click the **NEXT** button at the bottom of the page to proceed.

MESSAGES – SECOND WINDOW

By default, messages are sent via **Email and Phone**. It is in the Second Messages Window that you can turn off the Phone Messages.

- Scroll down to Phone section.
- Click on the Trash Can icon to remove it.



REVIEW WINDOW

Confirm that your message is set to be sent as an Email broadcast only (if phone delivery was removed).