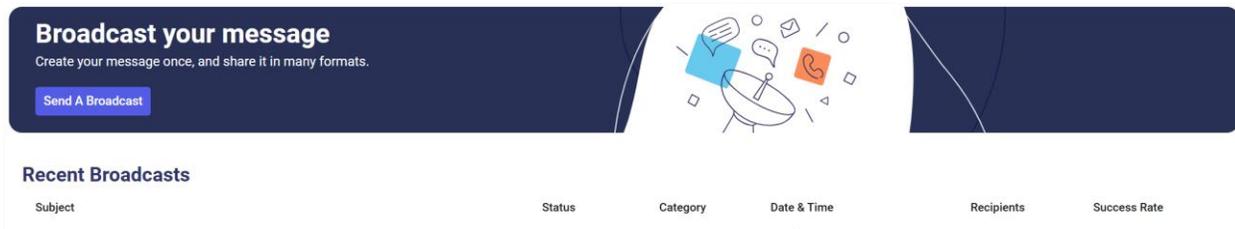


SCHOOL MESSENGER

CREATING A BASIC EMAIL BROADCAST

Before starting, please Bookmark your Login Page.

CLICK ON SEND A BROADCAST



Broadcast your message
Create your message once, and share it in many formats.

[Send A Broadcast](#)

Recent Broadcasts

Subject	Status	Category	Date & Time	Recipients	Success Rate
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SETTINGS WINDOW:

- **Broadcast Name**

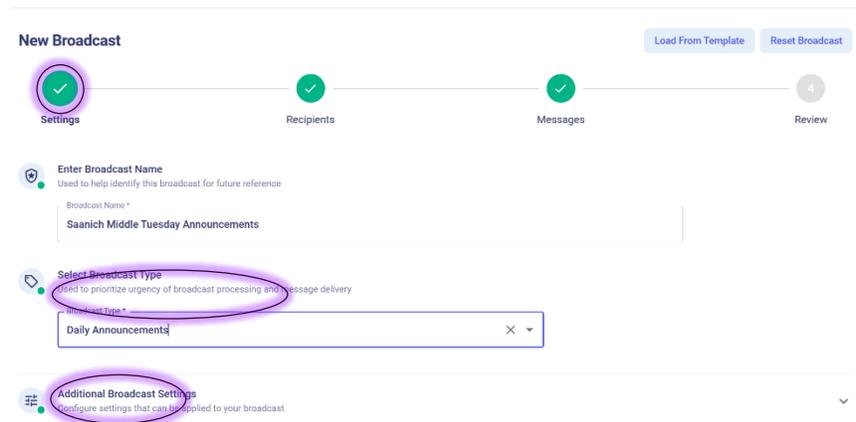
This will appear as the Email Header. It's recommended to use your school's name for easy identification.

- **Choose the Broadcast Type**

(General, Daily Announcements, Emergency or Attendance).

- **Additional Broadcast Settings**

- Save Message: Allows you to reuse the message for future Broadcasts.
- Skip Duplicate Recipients: Enabled by default to prevent sending multiple messages to the same recipient.
- Other settings are available but can typically be left unchanged.



New Broadcast [Load From Template](#) [Reset Broadcast](#)

Progress: Settings (1) Recipients (2) Messages (3) Review (4)

Enter Broadcast Name
Used to help identify this broadcast for future reference.
Broadcast Name *
Saanich Middle Tuesday Announcements

Select Broadcast Type
Used to prioritize urgency of broadcast processing and message delivery.
Broadcast Type *
Daily Announcements

Additional Broadcast Settings
Configure settings that can be applied to your broadcast.

RECIPIENTS WINDOW:

Click **Next** to proceed to the **Recipients Window**.

Select **Message Recipients** using one of the following methods:

- **Saved Recipient Lists**
Using pre-created lists (by you or IT). Click the dropdown arrow on the right to see available Lists. These are useful for saving time and ensuring consistency.
- **Custom Rules**
Apply filters such as School, Grade, etc.:
 - Start by selecting your school.
 - Add additional filters as needed (e.g., grade level).
- **Class Sections**
(Class lists such as AM Attendance, Art, Math, etc. – as set up in MyEd) – are available under the **Lists** menu.

Recipient(s)	Contacts	Guardians	Targets	Recipient Totals	Actions
Doug Caley (Me) E.dcaley@saanichschools.ca	1	0	N/A	1	⋮
	1	0		1	

Apply one or more custom rules to define a specific set of recipients
The more rules applied, the more restrictive your list of recipients will be.

School is in North Saanich Middle

Recipients Preview based on custom rules applied above

Recipient Totals: 1092

✓ Tip: Make mental note of the **Recipient Totals**.

✓ Tip: It's a good idea to click **Add Me** so you can confirm that the message goes out as expected.

Click **ADD RECIPIENTS FILTER** once your selection is complete.

After applying your filters, you will return to the **Recipients** window. This section will now display the selected **Contacts, Guardians, Targets & Recipient Totals**.

Contacts:

- *Students*
- *Staff*

Guardians:

- *Parents*
- Other legal *Guardians* as defined in MyEd.

Example Scenario:

In a typical school setup:

- There are **650 Contacts** (about 600 students & 50 staff members).
- There are **996 Guardians**, averaging nearly two guardians per student.

By default, **all listed Recipients** (Contacts & Guardians) will receive the Email message.

To exclude the Students and Staff:

1. Click the **Contacts & Guardians** link
2. Change **Contacts & Guardians** to **Guardians**.
3. Click **Save**
4. Review the changes:

Recipient(s)	Contacts	Guardians	Targets	Recipient Totals	Actions
Custom Rules School is in Bayside Middle	-	996	Guardians	996	⋮

MESSAGES WINDOW 1:

Click [Next](#) to proceed to **Messages Window 1**.

Enter your message in the provided text box.

MESSAGES WINDOW 2:

Click [Next](#) to proceed to **Messages Window 2**. Note: it's **very important** to click [Next](#) for this step.

In this window:

- Your **Email message** will be displayed.
- Your **Phone message** in the next text box.

By default, School Messenger will send both email and phone messages to all selected recipients. The phone message is generated using text-to-voice.

To **exclude the phone message**, click the **Trash icon** next to the phone message box, then click **Delete**.

English Recipients: 1646 | Total Recipients: 1646 | % English recipients: 100.0% (1646/1646)
Your English recipients will receive the following messages, based on the recipient's notification preferences

Email
Email Recipients: 1646/1646(100.0%)

From Name *
Doug Caley

From Email *
dcaley@saanichschools.ca

Reply-To Email (optional)

Subject *
Saanich Middle Teusday Announcement

This is a test

English (EN) Characters: 14/256K

Phone
Phone Recipients: 0/1646(0.0%)

This is a test

English (EN) Characters: 14/10K

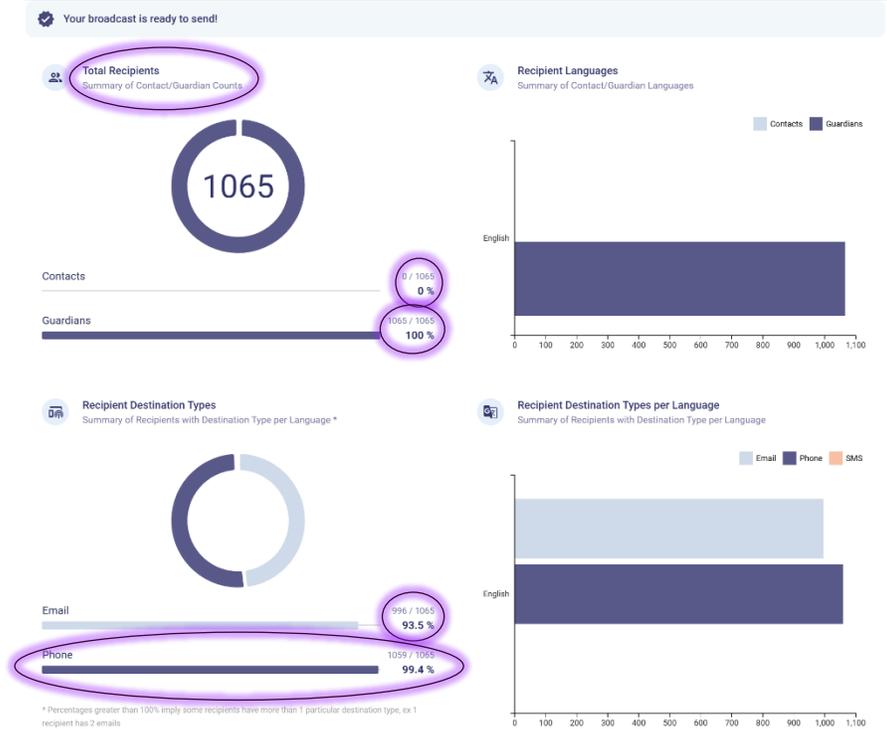
REVIEW WINDOW:

Click [Next](#) to proceed to **Review Window**.

This step allows you to verify all details before sending your message.

Review Summary:

- **Total Recipients:**
 - **1065 Total**
 - **Contacts: 0** (previously removed)
 - **Guardians: 1065**
- **Recipient Destination Types:**
 - **Email:** 996/1065 recipients. (Some guardians have opted out of receiving Email messages.)
 - **Phone:** 1059 recipients. Phone messaging was enabled for this example. This is a helpful check to ensure phone calls are only sent when intended. If phoning is disabled, the blue "Phone" line would not appear.



Once everything looks correct, you're ready to either:

Click [Send Now](#), or choose [Schedule for Later](#) to send the message at a future time.