February 24, 2020

Login here: <u>https://www.greateratlantachristian.org/admin.cfm</u> (if you have trouble logging in, contact the Communications Office)



You will work here for developing your messages.



You will work here for setting up your email distribution lists or

groups.



Things to keep in mind:

- As you are working, continue to click Save (or Update, depending on which is showing) in bottom right, especially after working on something for a while.
- Creating your message and preparing your email list are two separate processes that are accomplished in different parts of the platform. Both are explained in detail. I recommend taking care of your list first so that when you have to prepare your email for sending, it's ready to go.
- Always send a test email before sending out a real one.
- Remember, 50% of users open messages on mobile rather than desktop so you need to check your test emails on mobile to make sure they look good.

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())	Dynamic Content	>	Unscheduled	Weekly News 02.27.20	GAC Communications erestea@greateratlanta	All Parents and F/S	2/24/2020 9:22am by	2/24/2020 9:22am by	
-	Contacts	>			erestea@greateratianta				
	Settings	>	Sent 2/24/2020 10:21am	Fac Staff 2.24	GAC Communications erestea@greateratlanta	Faculty Staff 386 emails	2/24/2020 10:21am by	2/14/2020 9:24am by	<u>.hr</u>
			Sent 2/13/2020 3:44pm	5th Grade Parents Re-e	Misty Wilson mistywilson@greateratl	5th Grade Parents 162 emails	2/13/2020 3:44pm by	2/13/2020 3:44pm by	<u>.hı</u>
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	Internal Use OnlyNote: If you need to get back to a message from viscreen you are on, click messages in the left navig click the pencil underneath the email.NotesInternal NotesTagsRemember, no there is no autosave so save in bot before moving to another screen.	ation, then

bar

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88	Templates	Status	Email Subject						pdated	Created	
(9)	Dynamic Content	Unscheduled	Select Template	Blank	•				2020 9:22am by	2/24/2020 9:22am by	
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		Select one one create			•	-			nplate or nee	d	

3. Click on a block for the editing options gray bar to appear at the top. You will also see two buttons in the bottom right of the text block. One is the delete button, another is the duplicate button. Clicking duplicate will just add the block right under the block you are working on. For readability, I recommend a 14 px for font size, making headers bold and red (the red closest to the template) so they stand out. I recommend sticking with the Arial font and being consistent with sizes throughout except for headers if you need those bigger.



Delete the dummy text in the template and paste your own copy to the text block (or type in). Or if what you need is not already in the template, click Content tab on the right, then drag and drop whatever element you need (image for example) to where you want it to go in the email (above or below a content block for example). Once you drag and hover over a space, a blue line with the words "Drag it Here" will appear if that is a place you can insert.



Note: When you copy and paste text that has a hyperlink, you lose the hyperlink unfortunately and have to add them back in. So definitely finalize your text **before** adding in hyperlinks, especially if you think you will need to move paragraphs around. If you copy/paste text from a word or Google doc, you will also lose the hyperlinks. I recommend if you are working in a document, paste the full hyperlink address next to the text that needs to be hyperlinked and leave there until the end when you add in all your hyperlinked text at the very end.

Add images: Adding horizontal images between text blocks can be achieved by dragging the image content block to the space you want. However if you want an image to the right/left of some text, you do not embed in the text block. You have to go to the Rows tab and select the right kind of row. Drag that row to where you want it to go. Then you go to the Content tab and drag the image block to the smaller block. Then click the browse button to add in your image. Add in the text block to the box on the left of the image.

Test Er	nail 2 🖉		т	est Email 2 🧭				
Subject	%firstname%, we've got some great news!	GUIDES	EDIT MODE Su	bject %firstname%, we've got some great news!	GUIDES			EDIT MODE
		Structure					ROWS	SETTINGS
	No content here. Drag new from 'Content' panel.	No content here. Drag new from 'Content' panel.		No content here. Drag new from 'Content' panel.	No content here. Drag new from 'Content' panel.	T	IMAGE	BUTTON
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	With regular line height: GAC designs and engages rigorous, intentional academic experiences distinct purpose of each student. Research and care inform every deci- layout to daily schedules and technology resources.			I'm a new Text block ready for your content. Dear %firstname%,	_	DIVIDER	SOCIAL	DYNAMIC
	In the GAC Lower School, our youngest Spartans gain a firm groundin faith, and community that will carry them through their educational care interests, talents, and the joy of learning through experiences inside the labs, and across the campus. I'm a new Text block ready for your content.	er. They discover their		With regular line height: GAC designs and engages rigorous, intentional academic experien distinct purpose of each student. Research and care inform every of layout to daily schedules and technology resources. In the GAC Lower School, our youngest Spartans gain a firm groun faith, and community that will carry them through their educational interests, talents, and the joy of learning through experiences inside labs, and across the campus.	lecision, from classroom ding in the academics, career. They discover their	⟨√⟩⟩ html	VIDEO	
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4. Once you've dragged your images block, click on the browse button and the screen below will appear. Click Upload , then Public, then you'll see a new screen. Scroll all the way to the bottom until you get to GAC Resources folder. Click that folder and upload there by clicking on the blue upload button which is now solid and means you can use it (before it was a light shade, a sign that it was not accessible). Once you've uploaded, click the blue insert button on the image you need to insert.



Adding images/files as links: When you want to share an image or file, but you don't necessarily want it in the email, you can upload the image like you usually do but hyperlink it as a resource to the text in the body of the email. When you hyperlink the text, from the dropdown you can select File Manager under Link Type. From there you will be taken to the upload screen as before. If you have already been uploading images to the email, Finalsite remembers that and takes you straight to the GAC Resources folder where you have to upload. Upload your image, click to insert, then click Ok on the black screen. If you need to change the hyperlinked text, you'll see that as an option on the black screen ("text to display"). If you need to get back to the black screen, click on the hyperlinked text, then the hyperlink button and you will be able to.

Note: even though when you first got to the black screen you selected File Manager to set up your hyperlinked image, Finalsite changes that to URL because now the image is housed on the website with its own unique URL that anyone can get to if they have that URL. You can share that link with anyone to see the image/or doc file for that matter. It now has its own link.

Capital Campaign Update 1 📝



Test Email 📝

Other things you can do:

- You might not like how the line spacing looks on the page. You have the option to change that with "line height in the right column when you're in the content tab.
- Use the "move" tool at the right side of a content block to move the block up and down in the email.



Note: when you send your test email, you'll notice that your image is probably to the edge of your screen, at least on mobile. This is where padding comes into play. You will want to add padding to your images. You do that by clicking on the image then clicking + sign on the right side. 10 px is usually enough padding for things to look good on mobile. Make sure text blocks also have 10 px of padding,

Capital Campaign Update 1 📝 Subject Campus Update GUIDES EDIT MODE **CONTENT** SETTINGS ROWS 面 Office of the President CONTENT PROPERTIES 間 Unlocked Dear GAC Families Auto width We are happy to have you back from Winter Break and hope that you enjoyed quality time with your family. We're proud of our many students who served on mission teams over the break and we know you're glad to have them home. As you return to campus, you may 20% notice some changes, and I want to share some exciting news. Full width on mobile First, allow me to give you a little background. The parking lot between the High School Complex and the Early Childhood Village has repeatedly been patched but now needs to be replaced entirely. The current Village playground equipment is aging and is improperly Align scaled for our younger students and the green asphalt adjacent to the playground is cracking and is not used often. The aging pine trees between the Student Family Center and the Village needed to be removed for the safety of our young students, which we did last week Image name: ScreenShot-02-21at0436PM.png As we considered these needs, we started to reimagine the space: how could we improve Url this area and make it even more useful for our students and families? We began to dream of open green spaces designed as a park, with room for play, learning, inspiration, special https://resources.finalsite.net/images/f_auto,q_auto/v1582561128 events, and for the enjoyment of our entire GAC community. We recognized an opportunity to create a connection between Strickland Plaza, Smith Alternate text Image Plaza, Center Stage, and the Cross Tower, thus improving the experience, beauty and movement between these spaces. In addition, students in High School and Middle School will benefit from safer passage between their buildings and the Sara D. Williams Fine Arts Center with the installation of an elevated crosswalk at the front of the park. ACTION Open web page 👙 Image link Url Special links Link file BLOCK OPTIONS Padding More options PP DOO.

6. Click update at the bottom. Then Message Details. You have to fill in the From and Reply to (if the email address you want for the reply to is not there, see instructions on the following slides). Then you can send a test email. A black screen will appear. Add in all of the email addresses the test should go to. You can add in instructions to the people being sent the test. Click Test Send and you should get the test in less than a minute.

Things to look for in your test:

- Check on desktop and mobile to see how it looks.
- Adjust padding on text blocks and images if you haven't already.
- Make sure font sizes are consistent.
- Very important: check to make sure all links work.

Capital Cam	paign Update 1 🗷		
Marketing Op	Test Send		
	Reply To erestea@greateratlantachristian.org		
Email Subs	From Label Scott Harsh		
	To erestea@greateratlantachristian.org		
Subject Cam			
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Office of the Pr			
Data "University of the second			
As we can widered these needs, we this area and make to ever more an open genes spaces designed as a every set, and be the endopyment of a wideres, and be the endopyment of a	CANCEL	TEST SEND	

7. Once you have reviewed the test on desktop and mobile you should see a Schedule Send button in bottom right. If you don't, then you have some missing pieces. Check the bottom left and there is a message "Why can't I send?" which will tell you what the problem is. You should have selected the "Send to" which is your group (if you don't have your group list set up, see the upcoming slides for how to do this). Your From label and reply to also needs to be set. For the reply to instructions, see upcoming slides.



Marketing Operational Send To Please select a list Image: Compared select a list <thimage: a<="" compared="" select="" th=""><th></th></thimage:>	
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Internal Use Only Notes Internal Notes Tags	



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8. When you go to schedule a send, you get this screen where you have the option to send, in addition to the people on the distribution list you selected, to people who might not be on a list (Shane will not be on the High School Parents distribution list) but need to see the final email. That is where you add up to 10 people in. **Note:** The person creating the email and the person on the Reply-To will get a notification that the email went out.

perational	Ser	nd Message		
	This message will be sent to the following list:	Dummy Group For V	Vhen We Need to See a Final Email	
Joernoe	- Notification Email Recipients(s)			
ribers	erestea@greatertantachristian.org			
rstname%	Also send to			
Personaliz		Com		
ement	Send Nov	w Send Later		
esa e, intertitoral accademic es	Are you sure you wi	sh to send this messa	ge now?	
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Note: if you want to personalize your email (adding in a first name for example), you can do this in the body of the email or in the subject line. This is especially effective when you want to get someone's attention. Personalized emails to better. All you do for the subject line is click First Name under the subject line block then add a space then your text as below. You'll see that some code appears. That gets filled in by the system with the person's name. You won't actually see the name as this is done individually. You will only see it in the final email. You have to trust that the system will get it right.



To add personalization to email body, you have to click Merge Tag and select the tag you want to use (nickname or class of for example). You can add a comma in after the code so it looks right. You don't have the option to select the nickname merge tag when you personalize a subject line unfortunately (only first or last name).

			ROWS ETTINGS
Arial $-$ 14px $-$ B $I \ \cup \ S$	·×²×₂ <u>I</u> x ≡ ≡ ≡ Ω ↑ ≁	CONTENT PROPERTIES	d e v
≝ - ≝ - A A M ¶, ⊲	P č ² Special links → Merge tags		
Dear %firstname%	Insert merge tags		
We are happy to have you back from Win with your family. We're proud of our many	Name Prefix	plor	#555555
break and we know you're glad to have the notice some changes, and I want to share	First Name	plor	#0068A5
First, allow me to give you a little backgrou Complex and the Early Childhood Village	Last Name		
replaced entirely. The current Village play for our younger students and the green as not used often. The aging pine trees betw	Email	eight	= $=$ $=$ $=$
needed to be removed for the safety of ou	Middle Name		
As we considered these needs, we started this area and make it even more useful fo open green spaces designed as a park, w	Maiden Name	COPTIONS	
events, and for the enjoyment of our entire	Name Suffix	19	More options
We recognized an opportunity to create a Center Stage, and the Cross Tower, thus i between these spaces. In addition, studer	Nickname		
from safer passage between their building the installation of an elevated crosswalk a	Class Of	es +	
	Bus Route		

For advancement: Setting up merge tags to include dollar amounts for example. Finalsite needs to set up the merge tag.

You cannot send an email a second time from the same email message. Instead you have to duplicate the message and start over. The duplicate button is to the far right. It will ask you if you want to clone the message.

Dashboard	Messages					Cr	eate Message
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Messages	Filter by Status: All 🖌 🗸				Search Messa	ges	Q
Templates	Status	Internal Name	From	То	Last Updated	Created	\frown
Dynamic Content > Contacts >	Sent 2/24/2020 12:26pm	Test Email	GAC Advancement erestea@greateratlantachri	Dummy Group For When 0 emails	2/24/2020 12:26pm by Eli	2/24/2020 12:19pm by Eli	<u>.lu</u>
Settings >	Unscheduled	Capital Campaign Update 1	Scott Harsh erestea@greateratlantachri	All Parents and F/S	2/24/2020 12:28pm by Eli	2/24/2020 10:55am by Eli	
	Unscheduled	Weekly News 02.27.20	GAC Communications erestea@greateratlantachri	All Parents and F/S	2/24/2020 9:22am by Reb	2/24/2020 9:22am by Reb	
	Sent 2/24/2020 10:21am	Fac Staff 2.24	GAC Communications erestea@greateratlantachri	Faculty Staff 386 emails	2/24/2020 10:21am by Eli	2/14/2020 9:24am by Elisa	<u>.ht</u>
	Sent 2/13/2020 3:44pm	5th Grade Parents Re-enro	Misty Wilson mistywilson@greateratlant	5th Grade Parents 162 emails	2/13/2020 3:44pm by Elis	2/13/2020 3:44pm by Elis	<u>.ht</u>
	Sent 2/13/2020 3:37pm	5th Grade Parents Re-enro	Misty Wilson mistywilson@greateratlant	5th Grade Parents 0 emails	2/13/2020 3:37pm by Elis	2/13/2020 3:36pm by Elis	<u>.ht</u>
	Sent 2/13/2020 9:15am	5th Grade Parents Re-enro	Misty Wilson mistywilson@greateratlant	5th Grade Parents 0 emails	2/13/2020 9:15am by Elisa	2/12/2020 11:01pm by Eli	<u>.hı</u>
	Cant		Creator Atlanta Christian C	Dross Contacts /As of 9/19			

Adding reply-to email address: In order for someone to be able to get the responses for their message, they will need to be sent a verification email and set up in the system. Here are the steps to add:

1. Go to Settings, then Reply-To Addresses

2. Enter the email address in the top right then click the Verify Email green button. Click Send when you are prompted on the black screen.

3. Let the person know they will have to do the following:

a. You will get an email asking you to verify. Click the Verify Address block and that's it. You will be redirected to a web page but you don't have to do anything there. It looks like it's asking you to log in. Ignore that.

- 4. If for some reason, someone doesn't respond to the verification, doesn't get the email, etc, you can just delete them then send again.
- 5. Also, in the dropdown for reply to when you are getting your email ready to send, if the email you just verified doesn't appear there, reselect the group you are emailing to and that will refresh the page and email should appear in dropdown.





Pending Verification

Reply-To Addresses

From Address: noreply@greateratlantachristianorg.myenotice.com

Configure the reply-to email addresses that admins can select when creating a message. This is the address that message recipients will use when they reply to a message. You can only select email addresses that are on domains you control.

bdowdy@greateratlantachristian.org

cedwards@greateratlantachristian.org

Reply-To Addresses



Creating Distribution Lists Using Groups:

1. Go to Groups. This will open up a popup.



2. Click Add Group then fill out the group name on the right. Click Create Group.

				Group Manager		
greateratlantachristian.org/cf_group	p/admingrouppop.cfm?cla	assmanager=admii	n			
Groups		Group Space	Picture			
	Settings	Group space	Ficture			
+ Add Group	New Group					
Search Filters	in droup					
All Group Types \$	Group Name	Parents & Fac/Staff				
• Active groups Archived groups		Farents & Fac/stan				
Q	Group ID					
115 Groups Found	Period					
:	School Year					
Academic Classes	Location					
+ Departments + Locations	ImportID					
- Alumni Groups		(A new importID will	l be generated if the impor	rtID field is blank)		
+ Athletics		🗌 Enable a Group S	pace			
12th Grade Parents		Archive this grou	ip			
12th Grade Students	Group Placement	Top Level				
12th Parents & Students		Academic Cla	15565			
Sth Grade Parents		+ O Departments				
····· 8th Grade Parents		+ OLocations				
Academics		Alumni Group	ps			
Admissions		Public User G	roups			
···· All Parents No F/S Parents ···· Alumni 2		+ OAthletics				
- Arts		12th Grade P	arents			
Athletics		12th Grade S	tudents			
Campus Life		12th Parents	& Students			
Dummy Group When I Need to See a		5th Grade Pa	rents			
Final Email High School F/S		8th Grade Pa	rents			
Impact		Academics				
Support GAC		Admissions				
		All Parents No	o F/S Parents			
		Alumni 2				
		Arts				
		Athletics				
		Campus Life				
			p When I Need to See a Fin	ial Email		
			F/S			
		Impact				
		Students				
		Support GAC				
					(
						Create Group

3. Click add dynamic filter. This means that the list is created once in the system but the contacts will always be pulled and updated dynamically every time you send an email. Then

Groups	Settings	Group Space	Members	Rights	Picture	
Add Group	Parents & Fac/Stat	ff				â Delete
All Group Types \$	Correct Name	D				
• Active groups	Group Name	Parents & Fac/Staff				
Q	Group ID					
	Period					
116 Groups Found	School Year					
Academic Classes	Location					
+ Departments	ImportID	fs_314				
+ Locations		(A new importID will be	concreted if the import	D field is blank)		
Alumni Groups		(A new importib will be	generated if the import	ID Held is blank)		
Public User Groups		Enable a Group Spac	e			
+ Athletics 12th Grade Parents		Allow parents to view	v student Group Space			
		Allow admins to cust	omize Group Space Das	shboard		
12th Parents & Students		Allow admins to chai				
Sth Grade Parents		Allow admins to over				
8th Grade Parents				missions		
Academics		Show admins in grou	ip space member list			
···· Admissions		Archive this group				
····· All Parents No F/S Parents	Group Placement	(this group is at the top Change placement	level)			
Alumni 2		<u>Change placement</u>				
Arts	Filtered Mumbership	No active filters				
Athletics		Add dynamic filters)			
····· Campus Life				lson		
Dummy Group When I Need to See a Final Email			L	lcon		
High School F/S		•	1 🗢 III	ÎÍ 🔆	ш 🍸	
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Parents & Fac/Staff		Nete: 11	sers will not see change	s to the icen until the	nout time thou log in	
Support GAC		Note: 0	sers will not see charige	es to the icon until the	next time they log in	
						Update Settings

			Group Manager				
greateratlantachristian.org/cf_grou	up/admingrouppop.cfm?c	lassmanager=admi	in				
Groups	Settings	Group Space	Members	R	ights	Picture	
+ Add Group							
Search Filters	Parents & Fac/Sta	ff					Û D
All Group Types \$	Course Manage	D					
• Active groups O Archived groups	Group Name	Parents & Fac/Staff					
Q	Group ID						
16 Course Found	Period						
16 Groups Found	School Year						
Academic Classes	Location						
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Alumni Groups Public User Groups		(then imported init	be generated in the	importio nela is	Diamy		
+ Athletics		🗌 Enable a Group Sp	ace				
12th Grade Parents		Allow parents to v	iew student Group S	Space			
12th Grade Students		Allow admins to c	ustomize Group Spa	ice Dashboard			
		Allow admins to c	hange Group Space	Theme			
5th Grade Parents		Allow admins to o	verride Activity Strea	am permissions			
8th Grade Parents		Show admins in g					
···· Academics		Archive this group					
Admissions	Course Discourses						
All Parents No F/S Parents	Group Placement	(this group is at the t Change placement	(op level)				
Alumni 2 Arts							
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- Campus Life							
Dummy Group When I Need to See a	To make all or part					elow. Note that membe s of the rules set below	rs added to this group manually
Final Email	Filters based on gro						bgroups will not be pulled in via
High School F/S				filters.			
Parents & Fac/Staff							
Support GAC				Rights level: N	dember		
			Grade	is 🛊	-5	🗘 🕂 Add	
			Class Of Children	nother right	s level: admin	quest	
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			City	0	0 0)	
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			Custom 2	-			
			Custom 3 Custom 4				💾 Update Settings
			Custom 5				

Custom 6 Custom 7 Custom 8 Custom 9 Custom 10 4. You'll see this screen. Now you will have the chance to select the criteria for your list.

Note: the Communications Office needs to be the one to send out any email that goes out to Parents for a grade level or more. The school level offices are free to send out emails to students. Some examples to follow for creating lists.

Groups	Settings	Group Space	Members	Rights	Picture				
🛨 Add Group									
Search Filters	8th Grade Girls								
All Group Types \$									
Active groups Archived groups	Group Name	8th Grade Girls							
	Group ID								
٩	Period		_						
118 Groups Found	School Year								
- Academic Classes									
+ Departments	Location								
+ Locations	ImportID	fs_316							
Alumni Groups		(A new importID will be	generated if the impo	rtID field is blank)					
···· Public User Groups									
+ Athletics		Enable a Group Space							
- 12th Grade Parents		Allow parents to view	v student Group Space	1					
12th Grade Students		Allow admins to cust	omize Group Space D	ashboard					
12th Parents & Students		🗌 Allow admins to char	nge Group Space Then	ne					
Sth Grade Parents		Allow admins to over	ride Activity Stream p	ermissions					
8th Grade Girls		Show admins in grou	p space member list						
8th Grade Parents		Archive this group							
8th Grade Parents & Students									
Academics	Group Placement	(this group is at the top Change placement	level)						
Admissions									
All Parents No F/S Parents	Filtered Membership	Active filter(s) listed b	elow						
Alumni 2									
···· Arts ···· Athletics	To make all or part				") below. Note that members added to this group manually				
Campus Life		(using the members tab above) will be in the group regardless of the rules set below.							
- Dummy Group When I Need to See a	Filters based on gro	Filters based on group membership only use explicit members, or members based on another filter. Members of subgroups will not be pulled in via filters.							
Final Email									
High School F/S			Rig	hts level: Men ber					
Impact			 All the r 	rules: () Any of the rul	es:				
····· Parents & Fac/Staff		_							
Support GAC	Gender is Female	3							
	Grade is 8 😣			AND					
	Ū								
		Gr	ade 🗘	is \$	+ Add				
	Add a filter for another rights level: admin guest								
	Aug a met for another rights level, auning grest								
				lcon					
		•	t 🖸 📗		Ψ Υ				
			0 0 0	0 0	0 0				
		Note: U	sers will not see chang	ges to the icon until the	next time they log in				
				,	, iog iii				
					Update Settings				

Example: 8th Grade Girls Notes:

- I selected criteria for both 8th graders, then filtered by gender and selected that All the rules have to be true
- You have to scroll for a bit to see gender in the dropdown.

greateratlantachristian.org/cf_group/admingrouppop.cfm?classmanager=admin

Groups	Settings Group Spree	N	Aembers	Rights	Picture		
+ Add Group	8th Grade Girls						
Search Filters							
All Group Types	60 Members						
Active groups Archived groups						+ Select More Members	
٩	Name		Via	Group Role	Hide Admin	Position	
118 Groups Found	Allison Aden	*	Filtered	Member	Hide Admin		
Academic Classes							
+ Departments	Anabella Ahmed	*	Filtered	Member			
+ Locations	Catherine Angove	*	Filtered	Member			
Alumni Groups	Belle Baker	*	Filtered	Member			
Public User Groups Athletics	Katherine Baker	*	Filtered	Member			
- 12th Grade Parents	Myla Benton	*	Filtered	Member		\bowtie	
12th Grade Students	Emily Brown	*	Filtered	Member		\square	
12th Parents & Students	Madison Burrough	*	Filtered	Member		\square	
5th Grade Parents	Ruby Butler	*	Filtered	Member			
8th Grade Girls 8th Grade Parents	Malia Campos	*	Filtered	Member			
	Mia Carlton	*	Filtered	Member			
Academics	Elizabeth Chase	*	Filtered	Member			
Admissions	Yulin Chen	*	Filtered	Member			
All Parents No F/S Parents	Natalie Chumley	*	Filtered	Member			
Alumni 2							
···· Arts ···· Athletics	Ashley Clark	*	Filtered	Member			
Campus Life	Emma Craig	*	Filtered	Member			
Dummy Group When I Need to See a	Emma Denton	*	Filtered	Member			
Final Email High School F/S	Tia Dorsey	*	Filtered	Member		\bowtie	
Impact	Virginia Ellis	*	Filtered	Member		\sim	
····· Parents & Fac/Staff	Alexandra Fallon	*	Filtered	Member			
Support GAC	Avery Fallon	*	Filtered	Member			
	Savannah Futral	*	Filtered	Member			
	Emma Glover	*	Filtered	Member			
	Kara Guinn	*	Filtered	Member		\square	
	Faith Halley	*	Filtered	Member			
	Abigail Hamilton	*	Filtered	Member			
	Anna Hardy	*	Filtered	Member			
	Tristan Hicks	*	Filtered	Member			
	Rylie Hill	*	Filtered	Member			
	Riley Hinton	*	Filtered	Member			
	Reagan Hufham	*	Filtered	Member			
	Georgia James	*	Filtered	Member			
	Mychaela James	*	Filtered	Member			
	Kaydence Killins	*	Filtered	Member			

If you want to spot check to make sure your list is correct, go to Members (after you have Updated, otherwise it won't save your changes) and take a look at the list. 5. Once you've created your group, now you go to Lists on the Messages side to pull in the group to the right list. When you get to the lists page, click Create Mailing List. You will then need to name your mailing list. Please put your office name before the detailed list name. Let's use these codes for the beginning of the name as Finalsite sorts the lists in ABC order and that way it will be easier to see all lists created for your office.

YL, LS, ES, MS, HS for school levels; AD for advancement; AL for alumni; CR for Community Relations; SA for student accounts, PO for President's Office. If you didn't put the right code when you first created your list, you can go back. Just click the list name then look for the gears icon in the bottom right and update that way.

. *	Dashboard	Mailing Lists			Create Mailing List
			GENERAL		Search by List Name
88		Name 🔺	Name		Created
8	Dynamic Content	5th Grade Parents	Description		2/12/2020 10:57pm by Elisa Restea
-	Contacts >	8th Grade Parents			2/7/2020 2:18pm by Elisa Restea
ę		9th Grade Parents	Status Change Email(s)		1/23/2020 6:14pm by Elisa Restea
7		All Parents and F/S	Allow Mobile Notifications		1/15/2020 12:51pm by Elisa Restea
		Enrollment Contracts (As of	CANCEL	SAVE	2/11/2020 7:15pm by Elisa Restea
		Faculty Staff			2/24/2020 10:13am by Elisa Restea
		Press Contacts (As of 2/12/2			2/12/2020 11:15pm by Elisa Restea
					2) 12/2020 11:13pili uy elisa Resida
Ð)			

6. Now when you go back to the List, the green button Add Subscriber will appear in the top right. You will click on that, then select group, then click Select Group. Check the right group from the list that appears and that will pull the right list from Group Manager. "Add as dynamic subscription" should be checked. Click Add in the bottom right. That's all you have to do. There is no save button. To confirm and see the list of subscribers, click lists in the left navigation then click on the list name and all the names will appear.

\$	Dashboard		HS 9th Grade	Girls			Add Subscriber
Ø	Lists		Recipients: 🕕 0 E	Add Subscribe	r	Subscribers	Segments
	Messages		Filter by Status: All	CONSTITUENT GROUP CONTACT UPLOAD		Search by Email Address	Θ Q
30	Templates			No Group Selected Select Groups			
	Dynamic Content	>	Email	Add as dynamic subscription		Date	
_	Contacts	>	No subscribers to	The Primary email address for each constituent currently in the list based on the constituent's consent preference. Con			
	Settings	>		accessing Notifications when log			
•							
7							
				CANCEL	ADD		

Creating a Static Distribution List: sometimes you will need to send an email to a group that cannot be pulled dynamically from our system (this pertains mostly to Advancement). In that case you need to create a list from a spreadsheet. **Note:** if you are uploading a static list, you need to make note of the people who have unsubscribed in the previous list and then remove them from your spreadsheet before you re-upload. Otherwise people have to unsubscribe every single time you refresh your list which is not good.

Note: for static lists, please put this in parenthesis after the list name (As of MM/DD) so that we know from when the list is.

You go through the same process: List page -> Create Mailing List (green button) -> Give name then click Add. Then you go back click Add Subscriber (green button) but instead of clicking on Group, you select Upload. See instructions. Your columns need to be in the right order and the file has to be saved as Tab Delimited (.TXT extension).

\$	Dashboard	AL Commun	tv Chorus				Add Subscriber
Ø	Lists	Recipients: 🕕 0 E	Add Subscriber		_	Subscribers	Segments
	Messages	Filter by Status: All	CONSTITUENT GROUP CONTACT UPLOAD		Search by Email Address		e Q
	Templates						
(8)	Dynamic Content	Email	Choose File No file chosen		Date		
-	Contacts >	No subscribers to					
	Settings >		File must have the following three columns and be saved as a tab-delimite Column 1: Email <i>(Required)</i>	ed text file (.TXT):			
Φ			Column 2: Last Name Column 3: First Name				
7			Do not remove, reorder, or change columns or headings.				
			Download a sample file: <u>.XLSX</u> or <u>.TXT</u>				
			CANCEL	D			