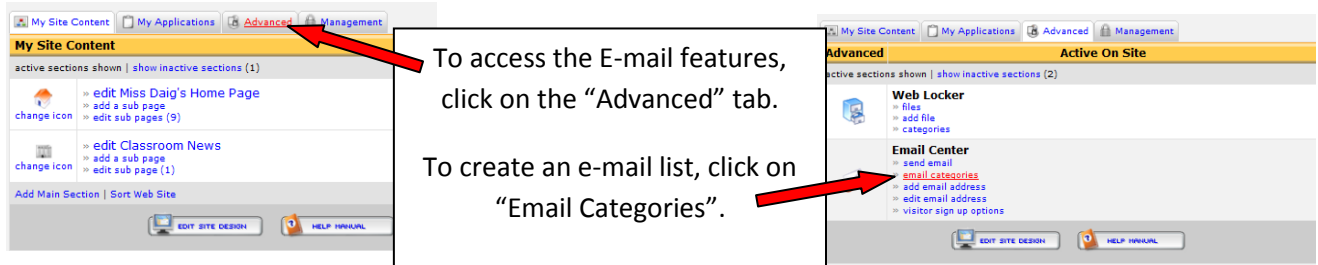


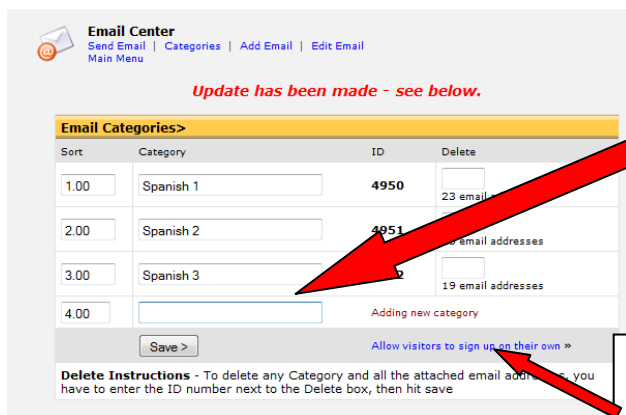
Setting Up E-mail Categories in SchoolWorld

SchoolWorld has an awesome advanced feature that allows you to create e-mail lists. You can even have people sign up for your lists on their own. This is great for sending out reminders about tests, quizzes and projects, as well as Open House and conferences.



To access the E-mail features, click on the "Advanced" tab.

To create an e-mail list, click on "Email Categories".



Email Center
Send Email | Categories | Add Email | Edit Email
Main Menu

Update has been made - see below.

Email Categories>

Sort	Category	ID	Delete
1.00	Spanish 1	4950	<input type="checkbox"/> 23 email
2.00	Spanish 2	4951	<input type="checkbox"/> 1 email addresses
3.00	Spanish 3		<input type="checkbox"/> 19 email addresses
4.00	<input type="text"/>		<input type="checkbox"/> Adding new category

[Allow visitors to sign up on their own >>](#)

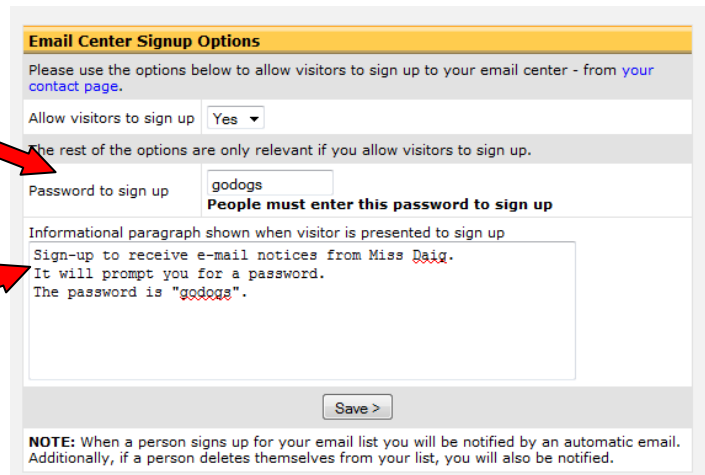
Delete Instructions - To delete any Category and all the attached email addresses, you have to enter the ID number next to the Delete box, then hit save

Type the name of your category in the box, then click "Adding new category" or "Save."

I typically set up one category for each class.

If you want people to be able to sign themselves up for your list (I strongly recommend this), click on "Allow visitors to sign up on their own".

To allow people to sign up for your list, you have to set a password. I find this is a pain since I could delete anyone that I really don't want on my list. To help circumvent the password issue, I included my password in the instructions on how to sign up.



Email Center Signup Options

Please use the options below to allow visitors to sign up to your email center - from [your contact page](#).

Allow visitors to sign up Yes

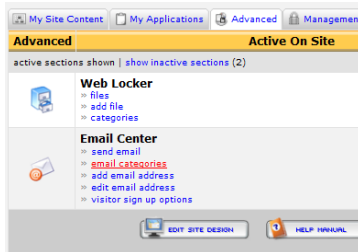
The rest of the options are only relevant if you allow visitors to sign up.

Password to sign up **People must enter this password to sign up**

Informational paragraph shown when visitor is presented to sign up
Sign-up to receive e-mail notices from Miss Daig.
It will prompt you for a password.
The password is "godogs".

NOTE: When a person signs up for your email list you will be notified by an automatic email. Additionally, if a person deletes themselves from your list, you will also be notified.

Adding and Removing People from your E-mail List



Click on "Add Email Address"
You can either add 1 person at a time using the screen at the right, or click on "Bulk Add".

Add Email Record
Bulk Add | Bulk Add via .CSV | Bulk Add via Outlook Distribution List

Email Address:

First Name:

Last Name: Note: first name and last name are optional

Select Category

Spanish 1

Spanish 2

Spanish 3

Total Emails in System: 67 Total Allowed: 300

Add Emails - People - in Bulk - Choose Option 1 or Option 2

OPTION 1

Add just email addresses - with each one separated by a comma or a list separated by a line break. Examples:

mike@yahoo.com, james@ibm.com, pete@google.com

or...

*mike@yahoo.com
james@ibm.com
pete@google.com*

OPTION 2

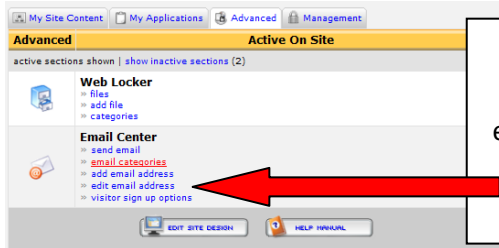
Add email addresses with names (first and last) - each row must be separated with a return. A comma is needed to separate **email, first name** and **last name** on each line (in that order). As an example:

*mike@yahoo.com, Mike, Peterson
james@ibm.com, James, Mitchell
pete@google.com, Peter, Practice*

"Bulk Add" allows you to add multiple people at a time. You can use either method. The first does not include names, the second does.

Notice, you can only add people to one list at a time.

Removing People from Your List



Every time you send an e-mail, there is a link for the person to remove themselves from the list. From time-to-time (like the end of the year) you might have to remove someone manually.

Click "edit email address"

You can locate the e-mail address by the list it is on, by the person's name, or the e-mail address.

Email Addresses

ID	category	signups
4950	Spanish 1	23 found
4951	Spanish 2	25 found
4952	Spanish 3	19 found

[download all emails](#)

Find By Last Name:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Find By Email Address:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Edit Email Record

Edit information below

Email Address: Panida.Subdom45@gmail.com

First Name:

Last Name:

Entered:

Select Category

Spanish 1

Spanish 2

Spanish 3

to delete person, check box and submit

After clicking "Edit" in front of the person's name, the edit screen to the left will appear.

To delete the person, place a check in the box, then click Save.