

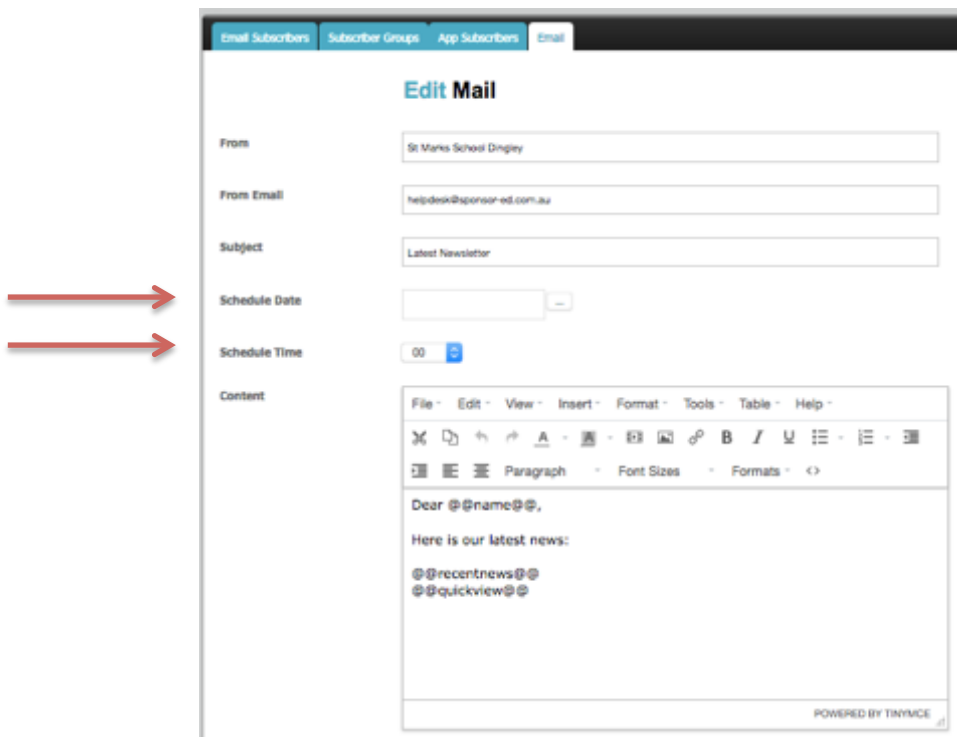
# Email Scheduler

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Want your parents to read your newsletter??? We've done plenty of research in regards to school newsletters – the best time to send them out – THE WEEKEND! But who wants to worry about getting the newsletter out on your day off?

The 2016 upgrade brings to you an email scheduler.

1. COMMUNICATE – Email: Create your e-newsletter as usual. (Please see “Creating an e-newsletter” cheat sheet if you need help with this.

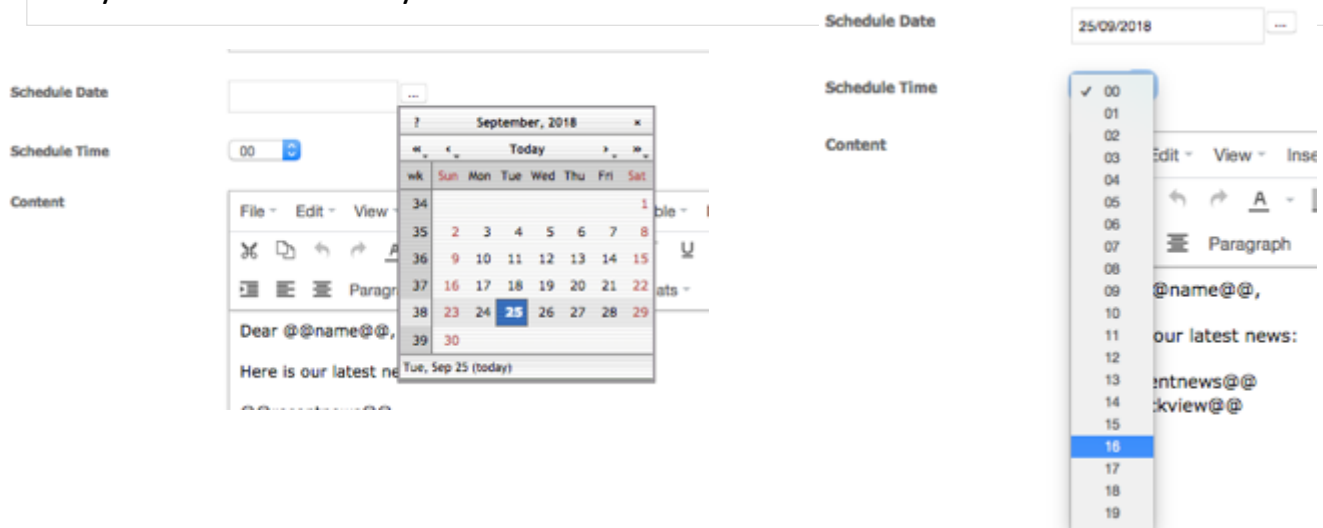


The screenshot shows the 'Edit Mail' interface with the following fields:

- From: St Marks School Dingley
- From Email: helpdesk@sponsor-ed.com.au
- Subject: Latest Newsletter
- Schedule Date: [Empty field]
- Schedule Time: 00
- Content: [Rich text editor with menu and content: Dear @@name@@, Here is our latest news: @@recentnews@@ @@quickview@@]

Two red arrows point to the 'Schedule Date' and 'Schedule Time' fields.

2. You will now see there is an option for Schedule Date and Schedule Time. Choose your date and hour you wish to send.



This screenshot shows the 'Schedule Date' and 'Schedule Time' fields with their respective dropdown menus open.

**Schedule Date:** 25/09/2018

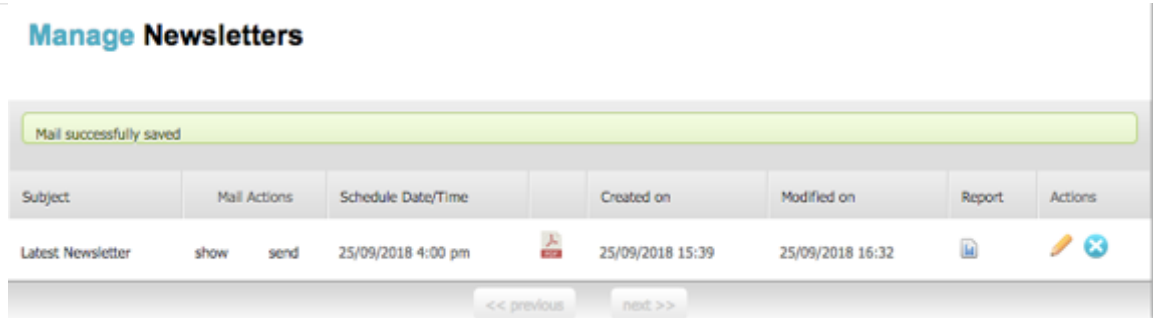
**Schedule Time:** 00

**Content:** [Rich text editor with menu and content: Dear @@name@@, Here is our latest news: @@recentnews@@ @@quickview@@]

The 'Schedule Date' dropdown shows a calendar for September 2018, with the 25th highlighted. The 'Schedule Time' dropdown shows a list of hours from 00 to 19, with 00 selected.

# Email Scheduler

3. Scroll to the bottom and hit SAVE. Your newsletter is now scheduled to be emailed as seen below.



4. And don't forget you can now link your QuickView to your email so your parents can see your upcoming events!



**Latest Newsletter**

Dear Subscribers Name,

Here is our latest news:



**It's Carnivale**

Most mythological elements in Carnivale relate to so-called *Avatars* (or *Creatures of Light and Darkness*), fictional human-like beings with supernatural powers who embody good and evil. In its first season Carnivale does not reveal its characters as Avatars beyond insinuation, and makes the nature of

[...Read More](#)



**Footy Day**

This Friday is footy day! Children can come dressed in their footy colours. We will be having a parade of each team at 11am. Following the parade, there will be a range of footy related activities run by the Grade 6 Children.

[...Read More](#)



**Running Club**

Running club will re-commence week 2 of Term 3. All students welcome. Mon & Weds from 8am-8.40am.

[...Read More](#)

**Event Quick View**

TUE 9TH OCTOBER  
 Year 3/4 Robotics Incursion

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