

Using Email Wizard

Below is an example, showing how to contact boarding house parents

1. In Pupil Manager either run a search on the main screen in this case I have picked Stratton

Current Pupils

Custom Search

New Search

Applicants

Former Pupils

Custom Group Manager

Add Pupil

Reports

Management Options

Surname

Year Group

House

Reports

Templates

Basic

Academic

Registers

Activities

Custom Groups

Multiple View

Custom View

Query Builder

Saved

Pupil Search

Displayed below are various search criteria available to find pupils.

General Details:

Forename:

Surname:

Preferred Forename:

Contact Information:

Forename:

Surname:

Address 1/2/3:

Town/Country:

Postcode:

Country:

Miscellaneous Search Options:

Previous School:

School Code:

SEN Register:

Search Options:

Include Applicants

Include Past Pupils

Reload Form

Specific Pupil Details:

School ID:

Gender:

Male

Female

Birth:

Month

School Information:

Admission Year:

Year Group:

Boarding House:

Academic House:

Form:

School Status:

Further School Information:

Tutor:

School Division:

Search Buttons:

Save & Search

Search

2. Now select the pupils that you want by ticking their names, and on the right-hand side drop down 'Selected Pupils' choose the option right at the bottom of the list 'Email Wizard':

Pupil Manager

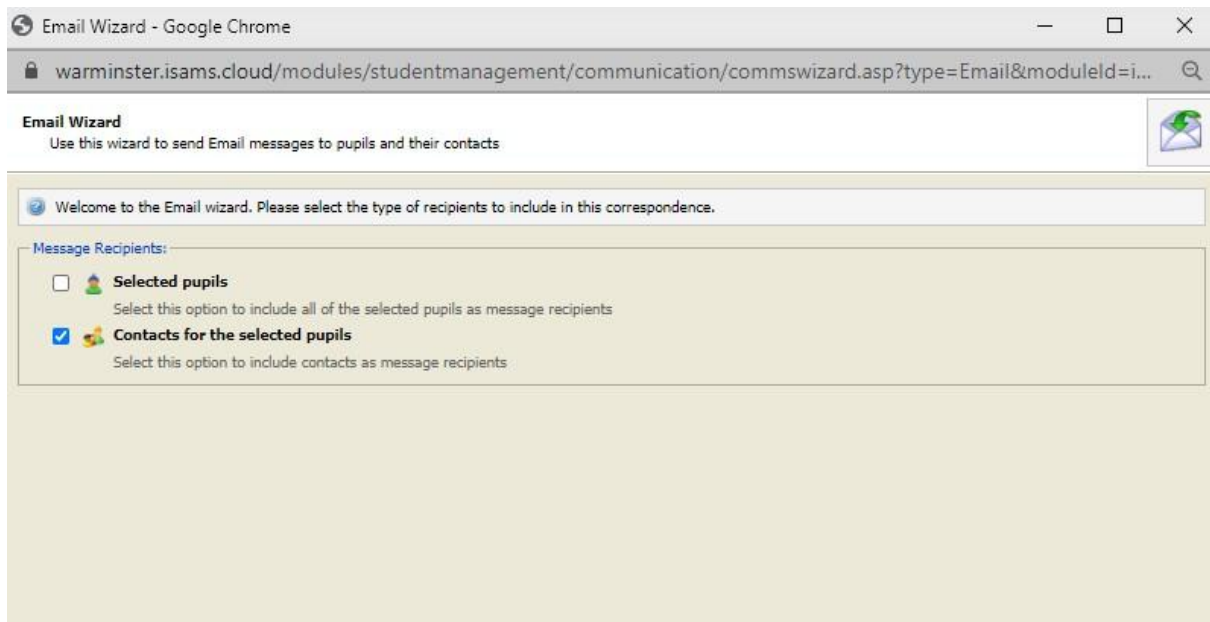
Current Pupils Applicants Former Pupils Custom Group Manager Add Pupil Management Options

Custom Search Surname Year Group House Reports Templates Statistics

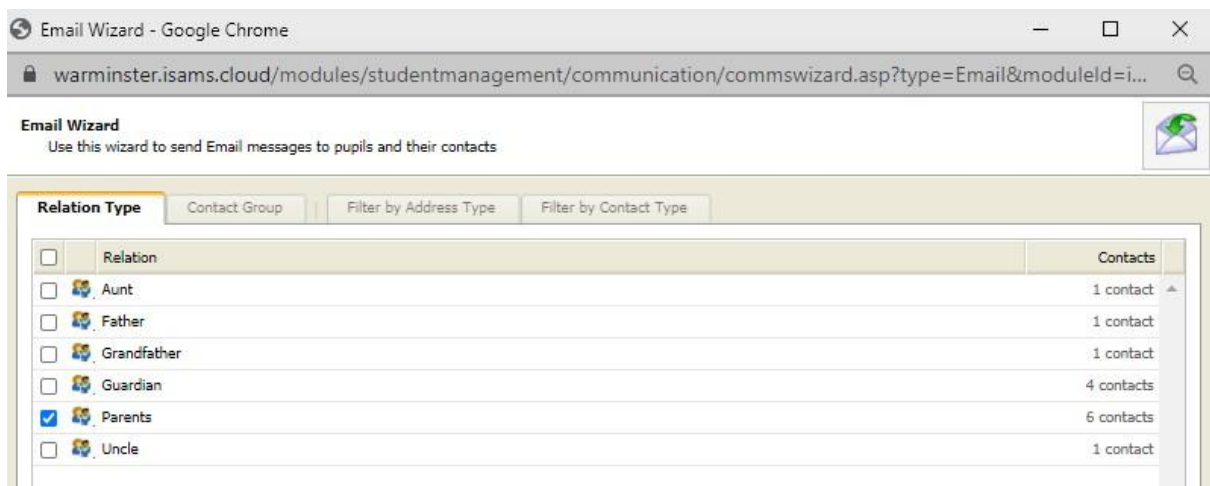
Back to Criteria 19 - 25 Group by 7 Pupils (3M | 3F)

Pupils Name (Use Name)	Selected Pupils
[x] [i] [d] Parisio Alaghenis	[x] [i] [d]
[x] [i] [d] Henry Akintunde	[x] [i] [d]
[x] [i] [d] Olumide Akintunde	[x] [i] [d]
[x] [i] [d] Oasia Akter	[x] [i] [d]
[x] [i] [d] Anton Amund	[x] [i] [d]
[x] [i] [d] Okeoyingbola Afolajibi (Michael)	[x] [i] [d]
[x] [i] [d] Olayinka Joseph (Tobi)	[x] [i] [d]
[x] [i] [d] Andre Baptista Henriques	[x] [i] [d]
[x] [i] [d] Goncalo Belo Guisado	[x] [i] [d]
[x] [i] [d] Daniel Engel (Dini)	[x] [i] [d]
[x] [i] [d] Lurvinia Birmanian Fox	[x] [i] [d]
[x] [i] [d] Amber Boothman	[x] [i] [d]
[x] [i] [d] Egonne Bunlata (Eggy)	[x] [i] [d]
[x] [i] [d] Heskar Bunlata (Heska)	[x] [i] [d]
[x] [i] [d] Alexander Bul (AS)	[x] [i] [d]
[x] [i] [d] Thomas Bul (Tom)	[x] [i] [d]
[x] [i] [d] Tyla Buty	[x] [i] [d]
[x] [i] [d] Isabel Casson-Crook (Isi)	[x] [i] [d]
[x] [i] [d] Jack Casson-Crook	[x] [i] [d]
[x] [i] [d] Anthony Castagna	[x] [i] [d]
[x] [i] [d] Benjamin Chetler (Ben)	[x] [i] [d]
[x] [i] [d] Elliott Clark	[x] [i] [d]
[x] [i] [d] Press Conn	[x] [i] [d]
[x] [i] [d] Orlan Curry (Lizzy)	[x] [i] [d]
[x] [i] [d] Ben Davenport Thomas	[x] [i] [d]

3. On the pop-up window, select 'Contacts for the selected pupils' and click next:



4. Now select the type of contact you want (in this case parents):



5. You then get a screen to confirm the recipients:

