




School Messenger

Campus Admin Toolkit



Login to School Messenger

School Messenger

Life School


Login:

Password:

Passwords are case-sensitive.

Sign In

[Forgot your password? Click Here](#)

Intrado

Service & Support: support@schoolmessenger.com | 8009203897



Using



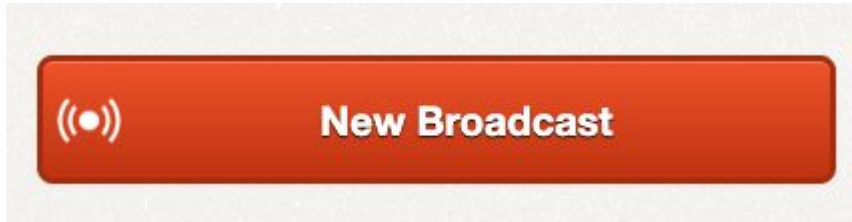
Button

Life School Personalized Video

1. How to select recipients
2. How to create a new email message
3. How to use newsletter stationery
4. How to schedule a message



Using



Button

School Messenger Resource Central Videos

1. [How to create new lists](#)
2. [How to create a new email message](#)



Campus Newsletters

How to Draft and Send



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Drafting Your Newsletter

Steps 1-8



Drafting Your Newsletter

Step 1.

Click the “Broadcasts” tab

Step 2.

Click the “Messages” tab

Step 3.

Click “Add New Message”

The screenshot displays the SchoolMessenger web application interface. At the top, the 'SchoolMessenger' header is visible, along with user information 'Life School' and links for 'Address Book', 'Help', and 'Logout'. Below the header, a navigation bar contains tabs for 'Dashboard', 'Broadcasts', 'Reports', and 'System'. Under the 'Broadcasts' tab, there are sub-tabs for 'Lists', 'Messages', 'Broadcasts', and 'Templates'. The 'Messages' sub-tab is selected, leading to the 'Message Builder' section. This section includes a 'My Messages' header with three buttons: 'Add New Message', 'Add New Stationery', and 'Subscribe to a Message'. Below this, a list of messages is shown, with filters for 'Views' (All, Messages, Stationery) and 'Sort By' (Name, Date). The message list includes entries such as 'Fall 2020 Student Pickup Plan', 'Newsletter - 8/14/20', 'Newsletter - 8/15/20', 'Student Pickup Plan', and 'Test News Letter', each with a timestamp and action buttons for 'Edit', 'Publish', and 'Delete'. A footer at the bottom right shows the date '2020-08-12 AM'.



Drafting Your Newsletter

Step 4.

Name your message

Pro-tip -Use a standard naming convention for all Newsletters (i.e. Newsletter and date). This will make it easy to find your newsletter when ready to send.

Step 5.

Click “Next”

The screenshot displays the SchoolMessenger web application. At the top, a dark blue header contains the 'SchoolMessenger' logo and navigation tabs: 'Dashboard', 'Broadcasts' (which is selected), 'Reports', and 'System'. Below this, a secondary navigation bar includes 'Lists', 'Messages' (selected), 'Broadcasts', and 'Templates'. The main content area is titled 'Message Editor' and features a 'Message Settings' section. Within this section, the 'Message Name' field is highlighted with a green background and contains the text 'Newsletter - 8/15/20', preceded by a green checkmark icon. Below it, the 'Description' field is empty. At the bottom of the settings section, there are two buttons: a green 'Next' button with a right-pointing arrow and a red 'Cancel' button with an 'X' icon.



Drafting Your Newsletter

SchoolMessenger

Dashboard **Broadcasts** Reports System

Lists Messages **Broadcasts** Templates

Message Editor

✓ Done

Message Settings

Message Name ✓ Newsletter - 8/15/20

Description

✓ Save

Message Content

English Phone HTML Email English HTML Email Message Twitter Page Page Media
Spanish

New
New from stationery

Step 6.

Under HTML Email,
select the “New from
stationery” option



Drafting Your Newsletter

From Email candace.johnson@lifeschools.net

Reply To Email


Subject


Click in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.

Email Message

Life High School Waxahachie

August 1, 2020





Featured Headline

sed ultrices mauris vehicula eget. Nam faucibus lectus sit amet tortor faucibus mollis. Aenean sit amet ex pharetra, semper justo et, cursus diam. Suspendisse tincidunt magna ut metus tincidunt ornare. Vestibulum nec odio blandit, pulvinar lorem a, imperdiet arcu.

Step 7.

Edit the email template directly. Photos will stay, but you can add others using the web editor.

**For any sections you do not need, just delete all content already there.*

Step 8.

Use the Preview button to view your final product.

**Using these steps allow you to save your work before sending the final product.*



Sending Your Newsletter

Steps 1-12



Sending Your Newsletter

Step 1.

Click the “Dashboard tab

Step 2.

Click the “New Broadcast” button in the top, right corner

The screenshot shows the SchoolMessenger dashboard. At the top, there's a navigation bar with 'Dashboard', 'Broadcasts', 'Reports', and 'System' tabs. The 'Dashboard' tab is active. On the right side of the navigation bar, there are links for 'Address Book', 'Help', and 'Logout'. Below the navigation bar, the 'Activity Summary' section is visible, showing a 'New Broadcast' button in the top right corner. The 'Activity Summary' section includes a 'Broadcasts' card with a count of 3, a 'Content Mix' card with a red circle and 0% for one category and 100% for another, a 'Top Types' card with 3 items, and a 'Top Senders' card with 3 items. Below this, the 'Broadcasts' section shows a table of completed broadcasts. The table has columns for 'Sent On', 'Author', 'Subject', 'Rcpt', and 'Content'. The first row shows a broadcast sent on Fri 8/7/20 by Candace Johnson with the subject 'Fall 2020 Student Pickup Plan' and 961 recipients. The second row shows a broadcast sent on Fri 8/7/20 by Candace Johnson with the subject 'Fall 2020 Student Pickup Plan' and 2 recipients.

SchoolMessenger Life School
Address Book Help Logout

Dashboard Broadcasts Reports System

Activity Summary 7 Days Month Year

Broadcasts 3
1 Languages
1 Senders

Content Mix
0%
100%
0%

Top Types
3 General

Top Senders
3 Candace Johnson

New Broadcast

BROADCAST TEMPLATES
+ New Template

Need Help?
Visit the [help section](#), send an [email to support](#), or call (800) 920-3897. Also be sure to [give us feedback](#) about the new version.

Broadcasts

Completed (Already Sent)

Sent On	Author	Subject	Rcpt	Content
Fri 8/7/20	Candace Johnson	Fall 2020 Student Pickup Plan	961	
Fri 8/7/20	Candace Johnson	Fall 2020 Student Pickup Plan	2	



Sending Your Newsletter

SchoolMessenger Life School
[Address Book](#) [Help](#) [Logout](#)


[Dashboard](#) [Broadcasts](#) [Reports](#) [System](#)

[Lists](#) [Messages](#) [Broadcasts](#) [Templates](#)

New Broadcast



1 **Subject & Recipients** 2 Message Content 3 Review & Send




Specify a subject and select the desired message type for this message.

Subject  e.g. Today's Announcement

Type ☒ General

Select your message recipients. You can also include yourself.

Recipients  [Add Message Recipients](#) [Add Me](#) 

Actions	Recipient/List Name	Recipient Languages	Targets	Count
  	No Recipients Specified			0
Total				0

[Continue](#) >

Step 3.

Enter the Subject Line

Step 4.

Select Type “General”



Sending Your Newsletter

The screenshot shows the SchoolMessenger interface. The top navigation bar includes 'Dashboard', 'Broadcasts', 'Reports', and 'System'. Below this, there are tabs for 'Lists', 'Messages', 'Broadcasts', and 'Templates'. The main content area is titled 'New Broadcast' and has a sub-section '1 Subject & Recipients'. A dialog box titled 'Add Recipients Using Your 'Saved Recipient Lists'' is open, showing a list of saved recipient lists with checkboxes and counts. The dialog box also includes a search bar and buttons for 'Add Recipients (2175)' and 'Cancel'.

SchoolMessenger

Dashboard Broadcasts Reports System

Lists Messages Broadcasts Templates

New Broadcast

1 Subject & Recipients

Specify a subject and select the desired recipient list.

Subject Type ☒ General

Select your message recipients. You can select multiple recipient lists.

Recipients

Actions

Total

Add Recipients Using Your 'Saved Recipient Lists'

Select 1 or more 'Saved Recipient Lists' below to add those corresponding recipients to your message.

Showing 1 - 6 of 6

Search

<input checked="" type="checkbox"/>	Recipient List Name	Count
<input checked="" type="checkbox"/>	Culture Leadership	3
<input type="checkbox"/>	LSRO Church Partners - The Oaks	4
<input checked="" type="checkbox"/>	LSRO Parents - Red Oak Elementary	2172
<input type="checkbox"/>	LSRO Parents - Red Oak Elementary (English Only)	2274
<input type="checkbox"/>	LSRO Principal - Red Oak	2
<input type="checkbox"/>	LSRO Staff - Red Oak	98

Step 5.

Add Message Recipients

Step 6.

Select “Saved Recipients List”

Step 7.

Select “Culture Leadership” and
Parents List

Step 8.

Click Add Recipients



Sending Your Newsletter

Step 9.

Select “Add Me”

Step 10.

Click Continue

SchoolMessenger

Dashboard **Broadcasts** Reports System

Lists Messages **Broadcasts** Templates

New Broadcast

1 Subject & Recipients 2 Message Content

Specify a subject and select the desired message type for this message.

Subject ☒

Type ☒

Select your message recipients. You can also include yourself.

Recipients ☒ **Add Me**

Actions	Recipient/List Name	Recipient Languages
<input type="button" value="X"/> <input type="button" value="Eye"/>	Culture Leadership	English 2 Spanish 1



Sending Your Newsletter

SchoolMessenger Life School
[Address Book](#) [Help](#) [Logout](#)

[Dashboard](#) **[Broadcasts](#)** [Reports](#) [System](#)

[Lists](#) [Messages](#) **[Broadcasts](#)** [Templates](#)

New Broadcast

1 Subject & Recipients → 2 Message Content → 3 Review & Send

Add one or more of the following message types to your broadcast.

[+ Phone](#) [+ Email](#) [+ Posts](#)

[Load Saved Message](#)

[Continue](#)

Step 11.

Click “Load Saved Message”

Step 12.

Select previously named message

Step 13.

Click “Load Selected Message”

Load the Content of a Saved Message

Select a Saved Message below to load its message content into your message.

<input type="radio"/> 2020 - LHSW Graduation Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/19/2020 08:50:54
<input type="radio"/> 2020 - LHSW Graduation Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/19/2020 09:31:39
<input type="radio"/> 2020 - LHSW Mustang Messenger 4/20/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/24/2020 16:32:48
<input type="radio"/> 2020 - LHSW Prom Ticket Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/14/2020 16:27:00
<input type="radio"/> 2020 - LHSW Senior Updates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/24/2020 16:41:26
<input type="radio"/> 2020 - LHSW Student Property Pickup	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/29/2020 11:43:09
<input type="radio"/> 2020 - LHSW updated Graduation Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/27/2020 16:04:05
<input type="radio"/> Fall 2020 Student Pickup Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/07/2020 14:20:29
<input checked="" type="radio"/> Newsletter - 8/15/20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/10/2020 11:23:05
<input type="radio"/> Student Pickup Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/07/2020 12:14:13

[Load Selected Message](#) [Close](#)



Sending Your Newsletter

Step 14.

To preview or edit message, click on the “Email” button

Step 15.

Save any changes

Step 16.

Click Continue

The screenshot shows the 'New Broadcast' interface. At the top, there is a navigation bar with 'Dashboard', 'Broadcasts' (selected), 'Reports', and 'System'. Below this, there are tabs for 'Lists', 'Messages', 'Broadcasts' (selected), and 'Templates'. The main heading is 'New Broadcast'. Below the heading, there is a progress bar with three steps: '1 Subject & Recipients' (active), '2 Message Content' (current step), and '3 Review & Send'. Under the progress bar, there is a text input field with the placeholder 'Add one or more of the following message types to your broadcast.' and a 'Load Saved Message' button. Below the text input field, there is a green bar with the text '1 Message content loaded from: 'Newsletter - 8/15/20''. At the bottom, there are three buttons: '+ Phone', '+ Email' (selected), and '+ Posts'. A 'Continue >' button is located at the bottom right.



Sending Your Newsletter

Step 17.

Double check information such as recipient count

Step 18.

Select “Send Now” or “Schedule to Send Later” and select preferred day and time

If latter option, click “Submit Schedule Message as final step.

1 Subject & Recipients

2 Message Content

3 Review & Send

Congratulations! This message is ready for submission.

The following is a brief summary of this message.

Subject:

news test

Broadcast Type:

General

Recipient Count:

1

Message Content:

Phone	Email	SMS	Posts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Message Options:

☒ Email me report of this job upon its completion

☒ Skip duplicate email/phone/SMS recipients

☐ Save Message Content

Send Now

Schedule to Send Later



Publishing Your Newsletter

Step 1.

Culture will publish your newsletter to a PDF and upload to a designated folder

Step 2.

Publish to your own campus newsletter page via these instructions

Step 3.

Post it to your social media with a link back to your campus newsletter webpage



Adding Links to Pictures for Galaxy Digital Opportunities

Steps 1-3



Linking to Galaxy Digital Opportunities

Step 1.

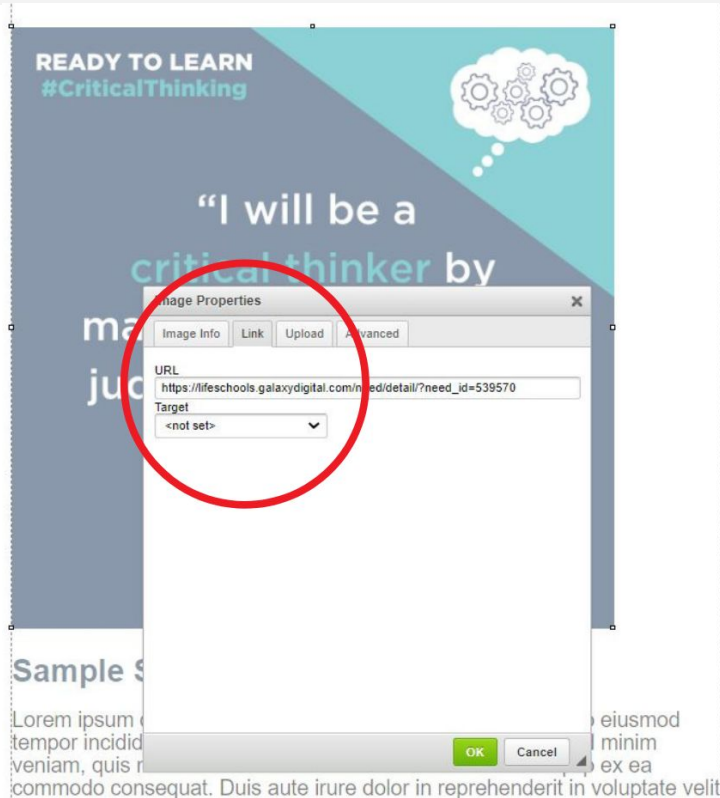
Add picture to newsletter

Step 2.

Once picture is added, double click on image to open Image Properties box

Step 3.

Under “Link” tab, add link to opportunity from Galaxy Digital





Questions?

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