

Message Builder Scheduler

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Before you begin, create message templates with the [Message Builder tool](#).
You must create a message template in Message Builder prior to creating delivery schedules.

Classic View: [Messenger > Message Builder Scheduler](#)

Search Terms: Message Builder Scheduler

The Message Builder Scheduler allows users to select a day and time for Campus to send routine messages. This tool uses the message templates created with the [Message Builder tool](#).

The Message Builder Scheduler will automatically generate messages based on the data available at that time. A confirmation email will be sent to the person that created the messenger schedule telling them that it has run and how many phones/email devices received the message if the **Send confirmation email** checkbox is marked. The person must have an email address entered on their [Census > Demographics](#) tab.

Keep the following items in mind when creating a schedule:

- [Message Builder templates](#) that include email attachments will send the **same** attachment each time the message is sent. Keep this in mind if the email attachment was not meant to be sent repeatedly.
- **Always review and compare Ad hoc results to recipient lists** . If you are scheduling the same message but using different Message Builder templates for different audiences or setting up a recurring schedule, this step will help you avoid unintentionally sending the message multiple times to the same recipients because of crossover created by the ad hoc lists. You can use the [Message Builder](#) tool to review the recipient list.

Message Builder Scheduler ☆

Communication > Main Tools > Message Builder Scheduler

Save Delete Add Scheduled Message Builder

Message Builder Schedules

- Conferences
 - Spring Conferences -- Weekly
 - Message Builder
 - CampusAllCalsModifyRights

Scheduled Message Builder For Conferences

*Schedule Name: Spring Conferences

*Calendar: 19-20 Carter Middle

*Start Date/Time: 03/02/2020 10:00 AM

*Reply To Email: donotreply@infinitecampus.com

Send confirmation email ☒

Disabled ☐
 Sender: System Administrator
 Recurring Frequency: Weekly

Message Builder Filter Criteria Detail

Message Type: General Notification

Deliver To:

- ☒ Student Messenger Contacts
 - ☐ Message For Each Student
 - ☐ One Message Limit
- ☐ Students

Enrollment Filter:

- ☒ Message Only Active Students

Limit delivery to contacts that speak: No Language Preference

Saved Filters

- All Kiddos
- Behavior Event
- Bus 18 Kids
- Bus 19 Kids
- Bus 22 Kids
- Deans List
- Grade 10 Last Name Starts with Da
- SQL Pass Through Query
- Student Guardians**

Set Filter Operation: Union

Message Delivery Detail

Delivery Devices: ☒ Inbox ☒ Email ☐ Voice ☐ Text

Send Emails at: 10:42 AM

These areas are informational only. They allow you to see the options set on the message template. To change any of these fields, update the template or create a new template with the Message Builder tool.

Scheduling a Message Builder Message

1. Select a template from the **Message Builder Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar**. This option defaults to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.

If the time entered on the Scheduler is...	Then the message will be sent...
the same or later than the time entered in the Dial Window or Send Email field on the template	at the time entered on the Scheduler.
earlier than the time entered in the Dial Window or Send Email field on the template	at the time set on the template.

6. Choose how often to send the message by selecting an option from the **Recurring**

Frequency dropdown list.

7. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. A confirmation email will be sent to the person who set up the Message Builder Schedule.
8. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Attendance Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Message Builder Schedules list and select the **Add Scheduled Message Builder**.

If the **Message Builder Schedule** should be disabled, mark the **Disabled** checkbox. If disabled, no future messages will be sent for the schedule.