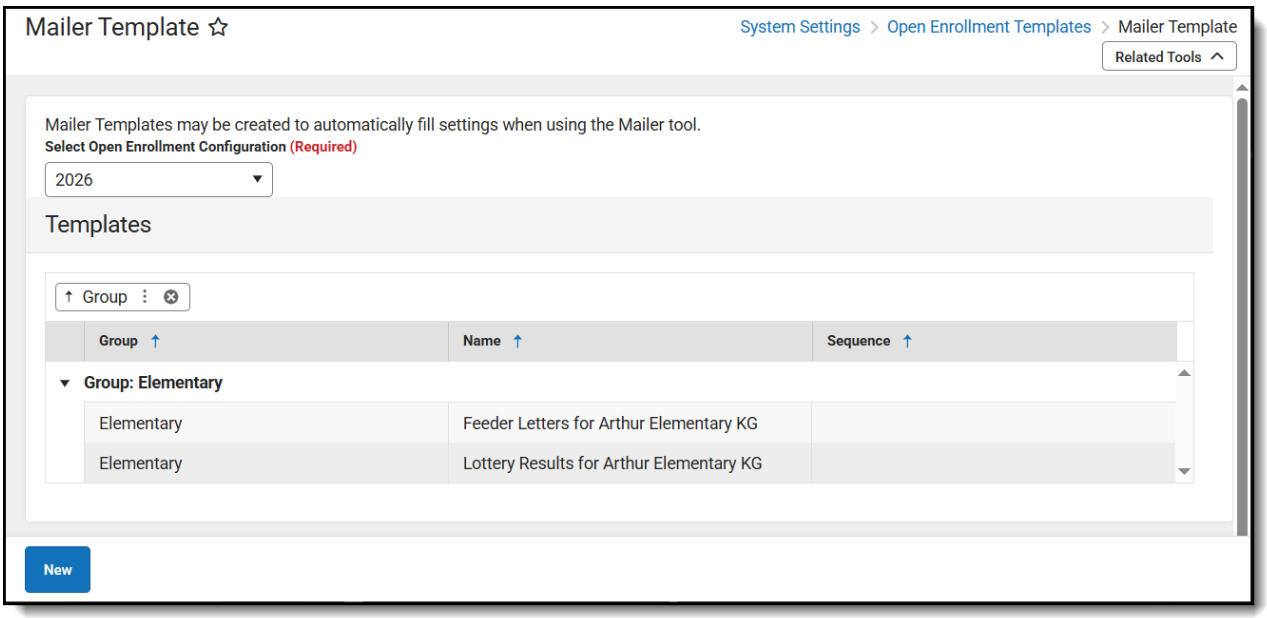
Mailer Template

Last Modified on 07/09/2026 12:13 pm CDT

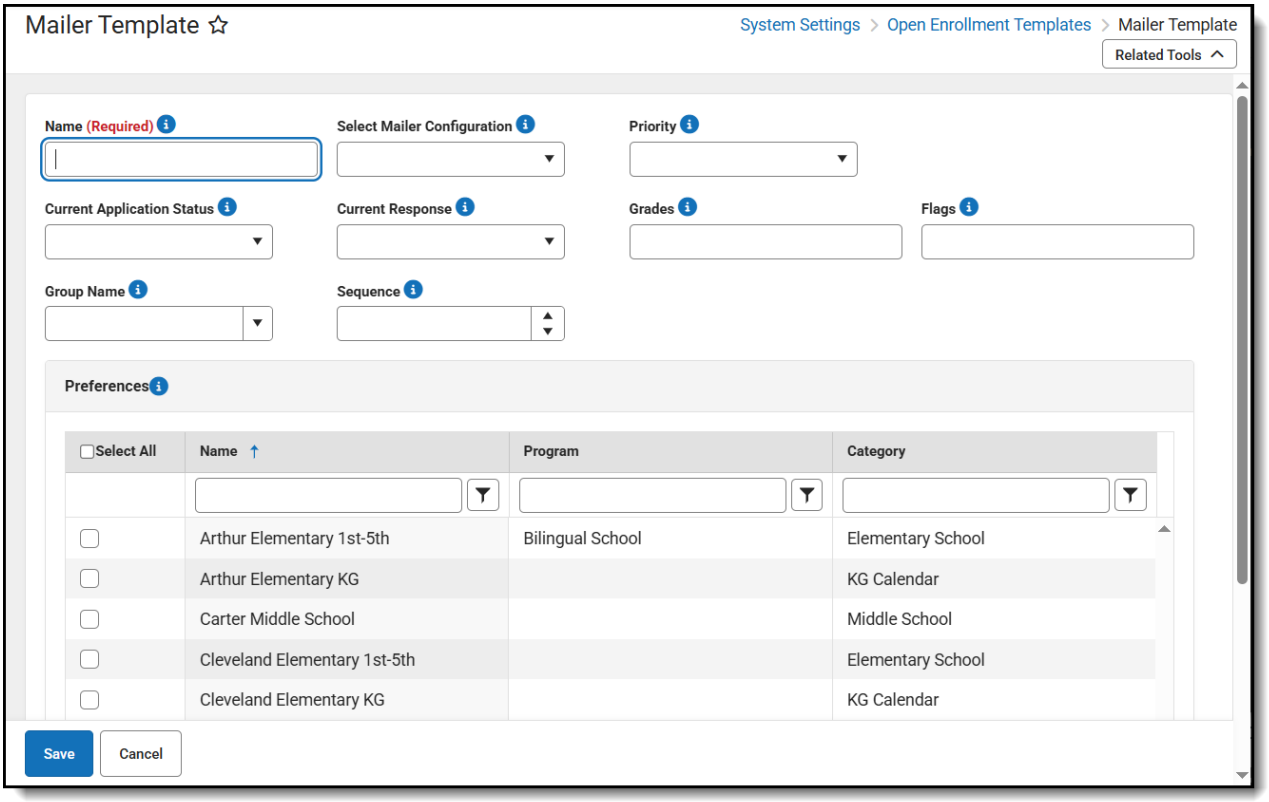
Tool Search: Mailer Template

The Mailer Template tool is used to automatically fill settings when using the Mailer tool. Templates for a specific configuration can be viewed by selecting a configuration from the Select Open Enrollment Configuration and then clicking the name of the template within the list.

See the Open Enrollment Templates Tools Tool Rights article for information on rights needed to use this and related tools.



Creating a New Mailer Template



Select all filters and options you wish to apply to mailers using a template in the future. Templates can be deleted by clicking them from the list of available templates and clicking Delete.

1. Click **New**.
2. Enter a **Name**. Names must be unique for this Configuration.
3. Select a **Mailer Configuration**.
    - Lottery Results - Emails parents the results of their student's lotteries.
    - Feeder Letters - Emails parents the link to their long form OLR application.
4. Select a **Priority**. Only applications for the selected Priority will be included. If blank, all priorities will be included.
5. Select a **Current Application Status**. Only applications that currently have the selected Status will be included. If blank, all statuses will be included.
6. Select a **Current Response**. Only applications that currently have the selected Response will be included. If blank, all responses will be included.
7. Select **Grades**. Only applications for the selected Grades will be included. At least one Grade is required.
8. Select any of the available **Flags.** If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
9. Select an existing Group Name or enter a new Group Name.

    This field places the template in a Group, which helps organize templates.

10. Enter a **Sequence**. This will determine the order the templates will be listed.
11. Select any **Preferences**. Only applications for the selected Preference will be included. At least one Preference is required.
12. Click **Save**.