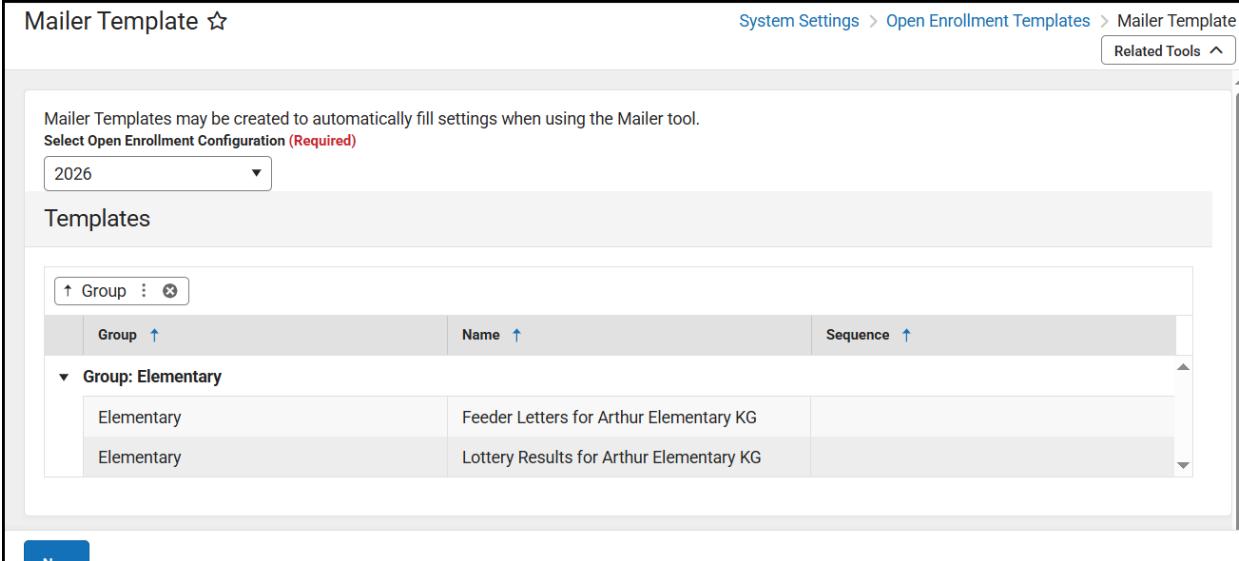


# Mailer Template

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## 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.



The screenshot shows the 'Mailer Template' tool interface. At the top, it says 'Mailer Template ☆' and shows the path 'System Settings > Open Enrollment Templates > Mailer Template'. There is a 'Related Tools' button. A message at the top states: 'Mailer Templates may be created to automatically fill settings when using the Mailer tool. Select Open Enrollment Configuration (Required)'. A dropdown menu is open, showing '2026'. Below this is a table titled 'Templates' with columns 'Group', 'Name', and 'Sequence'. A group named 'Elementary' is expanded, showing two entries: 'Elementary' (Name: 'Feeder Letters for Arthur Elementary KG') and 'Elementary' (Name: 'Lottery Results for Arthur Elementary KG'). A 'New' button is at the bottom left of the table area.

Group	Name	Sequence
<b>Group: Elementary</b>		
Elementary	Feeder Letters for Arthur Elementary KG	
Elementary	Lottery Results for Arthur Elementary KG	

## Creating a New Mailer Template

The screenshot shows the 'Mailer Template' configuration window. It includes fields for Name (Required), Select Mailer Configuration, Priority, Current Application Status, Current Response, Grades, Flags, Group Name, and Sequence. Below these is a 'Preferences' section with a table of available templates. The table columns are Name, Program, and Category. The data in the table is as follows:

Select All	Name ↑	Program	Category
<input type="checkbox"/>	Arthur Elementary 1st-5th	Bilingual School	Elementary School
<input type="checkbox"/>	Arthur Elementary KG		KG Calendar
<input type="checkbox"/>	Carter Middle School		Middle School
<input type="checkbox"/>	Cleveland Elementary 1st-5th		Elementary School
<input type="checkbox"/>	Cleveland Elementary KG		KG Calendar

At the bottom are 'Save' and 'Cancel' buttons.

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**.

