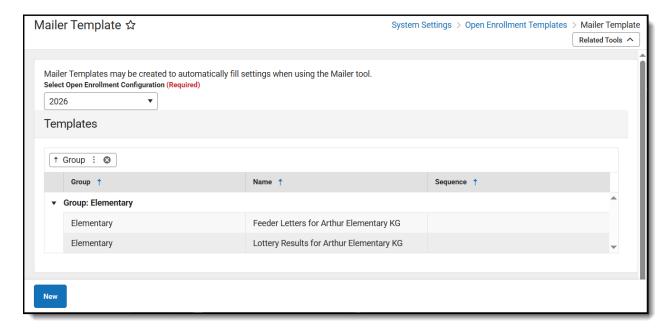


Mailer Template

Last Modified on 07/11/2025 12:49 pm CDT

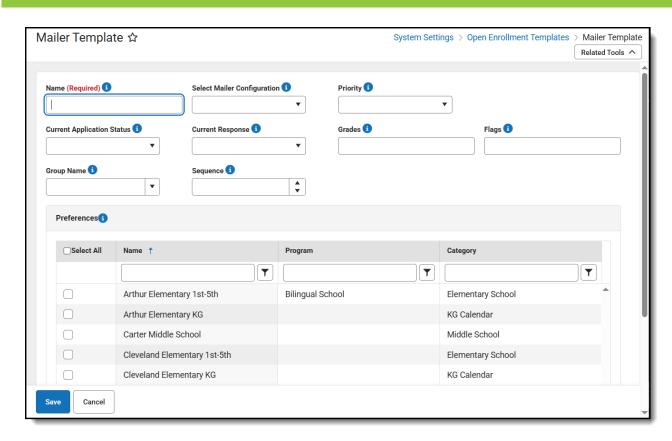
Tool Search: Mailer Template

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.



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.

