

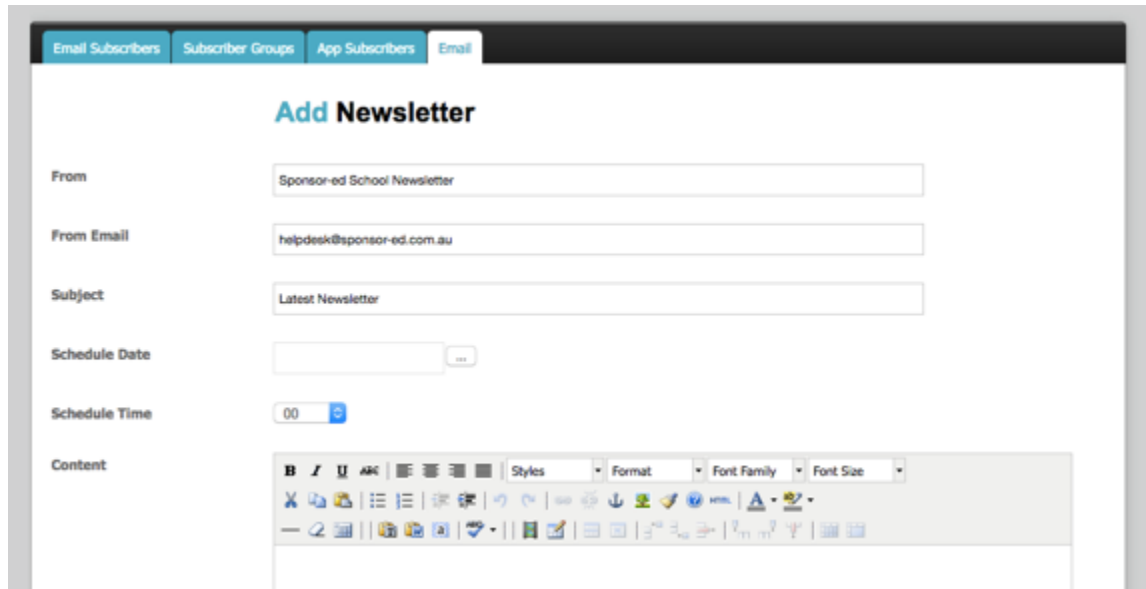
# Email Scheduler

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Want your parents to read your newsletter??? We've done plenty of research in regards to school newsletters – the best time to send them out – THE WEEKEND! But who wants to worry about getting the newsletter out on your day off?

The 2016 upgrade brings to you an email scheduler.

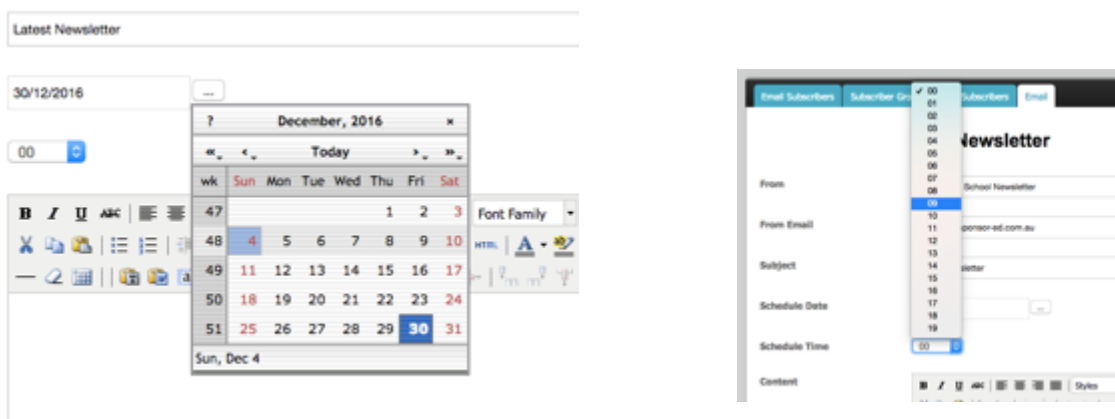
1. COMMUNICATE – Email: Create your e-newsletter as usual. (Please see “Creating an e-newsletter” cheat sheet if you need help with this.



The screenshot shows the 'Add Newsletter' form with the following fields:

- From:** Sponsor-ed School Newsletter
- From Email:** helpdesk@sponsor-ed.com.au
- Subject:** Latest Newsletter
- Schedule Date:** [Empty field with a calendar icon]
- Schedule Time:** 00 [Time selection icon]
- Content:** A rich text editor with a toolbar including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, and other formatting options.

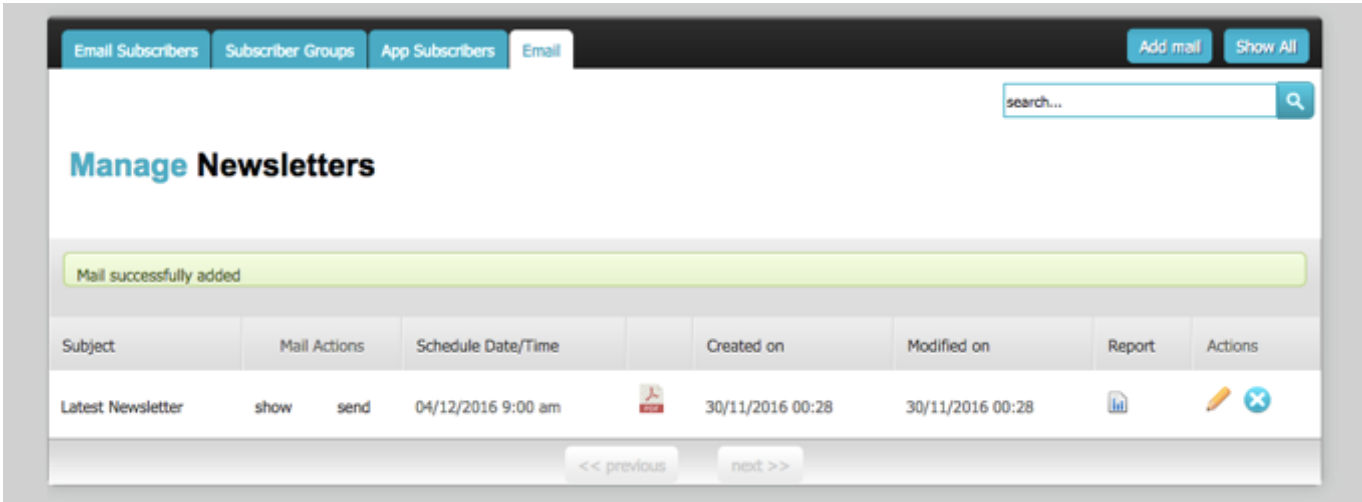
2. You will now see there is an option for Schedule Date and Schedule Time. Choose your date and hour you wish to send.



The left screenshot shows a calendar for December 2016. The date 30/12/2016 is selected. The right screenshot shows the 'Add Newsletter' form with the 'Schedule Date' field set to 30/12/2016 and the 'Schedule Time' field set to 00.

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3. Scroll to the bottom and hit SAVE. Your newsletter is now scheduled to be emailed as seen below.



4. And don't forget you can now link your QuickView to your email so your parents can see your upcoming events!

**Latest Newsletter**

Dear Subscribers Name,

[Click here](#) to view our latest newsletter.

Happy reading!  
The School of Sponsor-ed

Event Quick View
TUE 6TH DECEMBER Fourth Orientation Day for 2017 Prep Students
FRI 9TH DECEMBER Whole-school Fun Fields Excursion
FRI 9TH DECEMBER Return 2017 booklists by today
MON 12TH DECEMBER Grade 6 Graduation Dinner
TUE 13TH DECEMBER Big Write - Letter
WED 14TH DECEMBER Grade 6 Cluster Transition Day