Schedule an Email to be Sent at a Later Time

Emails can be scheduled up to 90 days in the future using the*Send Later* button on the email*Preview* screen.

When you preview an email that was created in Jackrabbit, you have the option to send the email immediately or schedule the email to be sent at a later date/time.

An email scheduled to be sent on a future date will only include recipients that matched your selection criteria at the time you created the email. It is not updated, prior to being sent, to include any students who enrolled after you created the email, nor will it exclude any students who may have dropped since that date.

Schedule Email to be Sent Later

1. Go to the **Families** menu > **All Families**.
    - All your families will display in the grid.
    - Use the filter, when applicable, to narrow down the family list.
    - Leave the 1st column in the grid unchecked to select all families or check the boxes for the families to be included in the email.
2. Click the **Send Message** icon and define the audience in the pop-up window.
3. Click **Select**.
4. Compose your email and select the additional**Recipients** from the list shown.
5. Click **Preview List**.
6. Clear the checkbox for any email address you don't want to receive the email.
7. Select **Send Later**.

Preview

[← RETURN] [🖊 SEND NOW] [🎁 SEND LATER] [?]

Results

Deliver To: Contacts, Students, and Instructors
Email Replies Sent To: cb@jackrabbittech.com
Subject: Bring a Friend
Message: Hide Message

Message Length: 0

Matched Recipients

View 1 - 18 of 18   [🖨 Print] [↗ Export] [🔄 Refresh]

Type	Acct/Family Name ⬍ 1	Balance	Name	Email	Check All ☑
Instructor			Dianne Harris	dilinth@gmail.com	☑
Instructor			John Linton	jlintonjr@outlook.com	☑
Instructor			Stephanie Andrews	standrews@gmail.com	☑
Contact	Ager	168.12	Holly Ager	hollyager41@gmail.com	☑
Contact	Ager	168.12	Victor Ager	agingvictor@gmail.com	☑
Contact	Bowden	0.00	Karsen Bowden	kbowden@email.com	☑

8. Select the **Date** and **Time** you want the email to be sent.
   Note: The email will be sent based on the Time Zone designated under the Gear icon > Settings > General > Organizational Defaults (left menu) > Time & Date Settings.

Email - Send Later

Send Later Details

Deliver To: Contacts, Students, and Instructors
Email Replies Sent To: cb@jackrabbittech.com
Subject: Registration Open

When do you want to schedule this email?

Jackrabbit can send this email up to 90 days from today. Pick a date and time below. [?]

Date 12/31/2021 📅   **Time** 09:00am

This email will be sent based on (GMT-05:00) Eastern Time (US Canada).

[Send Later] [Cancel]

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9. Click **Send Later**.

You will receive a confirmation that your email has been scheduled.

Your email is scheduled to be sent 12/31/2021 09:00 AM

Preview, edit, or cancel this email before the scheduled Date/Time by going to Scheduled Emails

When your email is on the way, you'll be sent a confirmation email listing all the recipients.