Sending Emails to Family Members

Communication · https://docs.dacapoinventory.com/doc/sending-emails-to-family-members/

Da Capo Inventory has robust Email Family Communication features. Teachers and Directors are able to send out mass emails and schedule such emails for a date and time in the future if desired. Emails can be sent to all students on the 'Enrollment' screen or a portion thereof.

Sending to Targeted List

To send emails to a targeted list of students, use the Search box on the right side of your screen to limit the names of students in the list below. Then, click on the blue email icon to prepare an email to that list of students.

- For example, search for Trumpet or Johnny, and you'll send emails to all trumpets or to all students named Johnny.
- Or, you can click on the button indicating one of your subgroups then click the blue email button to send to the list below.
- Or, you can Click, Shift-Click, or CTRL-Click various students from the list below then click the blue email button. The email will only be sent to the selected students.

Which pages allow me to send emails?

Emails can be sent from many student-related pages in Da Capo Inventory.

- Enrollment Page (Contains all students tagged as 'band' students, for example)
- Ensemble Attendance Page. I recommend that you first take attendance. THEN, refresh the page and sort by today's date column and get the Absent students at the top of the screen. Click the top absent student then Shift-Click the bottom absent student. Then, click the blue email button beside the search bar. The email will be sent only to those students.
- Fundraising Accounts page

- Manage Trips page. After entering payment data, you can sort by Payment 1 or Payment 2, and Click the top late-payment student who owes a payment then Shift-Click the bottom student who owes a payment. Then, click the blue email button beside the search bar. The email will be sent only to those students.
- If you use the Lesson Scheduling function of Da Capo Inventory, you can click the blue email button near the top right of the "Daily Schedule" card on your dashboard. This will select all students who have a lesson 'today'. Alternatively, you can click the purple name of the group, and an email will be scheduled just for that particular lesson group.

How can I edit the Canned Email Templates that were provided?

You can edit, delete, or add your own canned email templates on the "Profile & Settings --> Program Settings" page of Da Capo Inventory. Scroll down to the purple Da Capo Email Settings card. Click the blue underlined title of the email template to edit the text of the template. Or, click the red trash icon to delete the email template. Or, type in the subject line that you'd like to use for a new template. Then click out of the box. Then, click the blue title of that new template to edit the text of your template.

These templates show up in the left sidebar of almost all email composition boxes throughout the site.