

# Email an Archived Class

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You can easily email the students that were enrolled in an archived class.

## Email Students in an Archived Class

To locate the archived class you want to email:

1. Go to the **Classes** (menu) > **Class Reports** > **List Archived Classes**.
2. Use the *Search Criteria* to narrow down the results.
  - o Run the report with no selected criteria to view all archived classes.
  - o Use the search field in the Class column to locate a specific class.
3. Click on the **Class** name to go to the Class record.
4. Click the **Email/Text Class** button.

The screenshot shows the 'Class: Ballet L1 - Mon 5pm' record. At the top, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are several tabs: 'Class Roll', 'Email/Text Class' (highlighted with a yellow box and a mouse cursor), 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. Underneath the tabs is a row of sub-tabs: 'Summary', 'Enroll' (highlighted with a yellow box and a mouse cursor), 'Drop List', 'Absences', 'Makeups', 'Wait List', 'Instructors', 'Lesson Plan', 'Skills/Levels', 'Misc', 'Costumes', 'Notes (1)', and 'Reso'. The main form area contains the following fields: 'Class Name' (Ballet L1 - Mon 5pm), 'Status' (Archived), and 'Restore' button; 'Location' (EDU) and 'Room' (Studio B); 'Session' (Spring 2022); 'Class Start Date' (3/1/2022), 'End Date' (5/31/2022), and 'Registration Start Date' (1/1/2022); 'Days' (Mon checked, Tue, Wed, Thu, Fri, Sat, Sun unchecked); 'Start Time' (05:00pm), 'End Time' (05:45pm), and 'Duration' (:45); and a checked box for 'Has a Registration Fee'.

5. Follow the instructions in our Help article for [Email a Class](#) or [Text a Class](#) for the next steps.

## Email Students in Multiple Archived Classes

It's easy to use the Enrollment Detail Report to email students in archived classes at the same time.

1. Locate the [Enrollment Detail Report](#) under the **Reports** menu.
2. Use this **Search Criteria** and the results will include all Archived classes.
  - o **Active Classes Only** = No
  - o **Student Status** = blank
  - o **Enrollment Status** = All
3. Select an archived session (assuming the session is not hidden; if it is, it needs to be unhidden in the drop-down list, go to the *Gear icon* > *Settings* > *General* > *Drop-Down Lists and Sessions* and uncheck **Hide from users**).

- Click **Submit**.
- Review and use the last column to select which students in the archived classes you would like to email or select the top checkbox to **Email All**.

### Enrollment Detail Report

[← RETURN](#)
[EMAIL](#)

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	Class Name	Status	Cat1	Student First Name	Student Last Name	Address			Zip	Email All
1	<a href="#">Hip Hop II Thurs 7pm</a>	Archived	Dance	<a href="#">Dani</a>	<a href="#">Ager1</a>	2016 Hummingbird Crescent	Huntersville	NC	28078	<input type="checkbox"/>
2	<a href="#">1Class - No Discounts</a>	Archived	Adult Fitness	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
3	<a href="#">Ballet L1 - Mon 5pm</a>	Archived	Dance	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
4	<a href="#">Ballet L1 - Mon 5pm</a>	Archived	Dance	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
5	<a href="#">Ballet L2 - Tues 7pm</a>	Archived	Dance	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
6	<a href="#">Beam - Fri - 9am</a>	Archived	Gymnastics	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
7	<a href="#">Hip Hop L1 - Wed 7pm</a>	Archived	Dance	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
8	<a href="#">Int Parkour - Thurs - 7pm</a>	Archived	Gymnastics	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
9	<a href="#">Int Parkour - Thurs - 7pm</a>	Archived	Gymnastics	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
10	<a href="#">Intro Ballet</a>	Archived	Dance	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>
11	<a href="#">Intro to Ballet - Mon - 7pm</a>	Archived	Dance	<a href="#">Samantha</a>	<a href="#">Brown</a>	3866 McFarlane Crescent	Concord	NC	28078	<input type="checkbox"/>

*Note: A callout box points to the 'Email All' column header with the text: 'Check here to select all or check off selected archived classes in this report to send emails.'*

- Click the **Email** to compose the email and send.