

Email Listing Report



Last Modified on 12/02/2021 3:29 pm EST

The **Email Listing** report will display contact and student email addresses from the Family record based on your chosen search criteria.

Get to this report from the **Families** menu > **Family Reports** > **Email Listing**.

- ★ Export results to an external program to use for marketing purposes.
- ★ Send an email to all, or only some, of the families directly from the report results.
- ★ Options to print or export the report as an Excel file, CSV file, or PDF.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu* > **My Reports** for quick and easy access!

Search Criteria

You can filter your list of families using any or all the Search Criteria, and Jackrabbit will compile an email report including families who meet ALL of the criteria selected.

Email Listing

← RETURN

Search Criteria

Run Email Listing Report using search criteria below.

Location Room

Family Status

Membership Type

Balance from through

City State Zip

Neighborhood

Registration month

Family Discount Discount Amount

Source

Include Problem Accounts

Include Opt Out Emails

Enrolled in Session
Spring 2023
Summer 2022
Summer 2023
Winter 2022

Enrolled in Category 1

Enrolled in Category 2

Enrolled in Category 3

Enrolled in Classes
Adult Tap - Mon 3:30pm
Ballet L1 - Mon 7pm
Ballet L1 - Tues 6pm
Ballet L2 - Tues 7pm
Cheer Essentials - Thurs 6:30pm

Enrolled in classes with Instructor

Date Created from

Last Updated from

Date Imported from

Report Results

Review the results and use the checkbox in the last column to select the families to email. Click the *Email* button to quickly generate an email to all or the selected students in the report.

- Use the active links in the report to go to a Family record.
- **Show/Hide** the columns as needed. In this example, 1 column is hidden.
- Report results can be customized with the ability to sort columns, and modify column width.
- The **Type** column indicates if the email belongs to a student or family contact.

Email Listing

← RETURN

EMAIL

Use this button to **Show/Hide Columns** in the report.

Click the top checkbox to select all to email.

View 1 - 20 of 20

Print

Export

Refresh

1 columns hidden

Show/Hide Columns

Restore Columns

Family	Type	First Name	Last Name	Email	Email All <input checked="" type="checkbox"/>
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
Ager	Contact	Holly	Ager	hollyager41@gmail.com	<input checked="" type="checkbox"/>
Ager	Student	Dani	Ager	shewritesdocs@gmail.com	<input checked="" type="checkbox"/>
Bowden	Contact	Karsen	Bowden	kbowden@email.com	<input checked="" type="checkbox"/>
Bowden	Student	Kadie	Bowden	kdbowden@mail.com	<input checked="" type="checkbox"/>
Burns	Contact	Harriett	Burns	harriettmomma@mail.com	<input checked="" type="checkbox"/>
Clements	Contact	Alane	Clements	aclements@email.com	<input checked="" type="checkbox"/>
Dierksen	Contact	Marlene	Dierksen	jlintonjr@outlook.com	<input checked="" type="checkbox"/>



A history of emails sent from this report is kept in the Family record, Misc tab > View Sent Emails for 365 days.