



PRESENCE

Newsletters Guide

SchoolMessenger

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Introduction

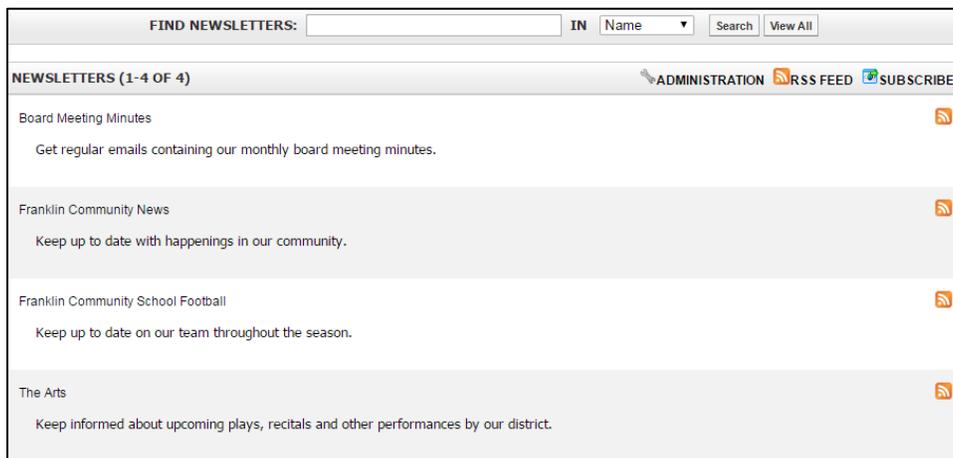
SchoolMessenger Presence's **Newsletter** feature helps schools keep parents, faculty, and the community informed by simplifying the process of sending electronic newsletters.

The purpose of the Newsletter functionality is to keep users updated on a range of activities from news and events, to special announcements and messages to parents. Any user may subscribe, or be subscribed, to a newsletter. This can be especially useful for both districts and schools.

An example of when the newsletter module is useful for school a school or district is in the event of school cancellation due to inclement weather.

The advantage of having parents and students as subscribers is that they do not necessarily have to go to the website to get the update. Your newsletter messages will be delivered directly to their e-mail inbox.

Newsletters can be accessed by adding **/newsletter** to your school or district's URL. For example, a school with the URL **http://www.yourschoolsite.com** would access newsletters by going to **http://www.yourschoolsite.com/newsletter**. By default, all users can view newsletters. However, modifications can only be made by authenticated users.

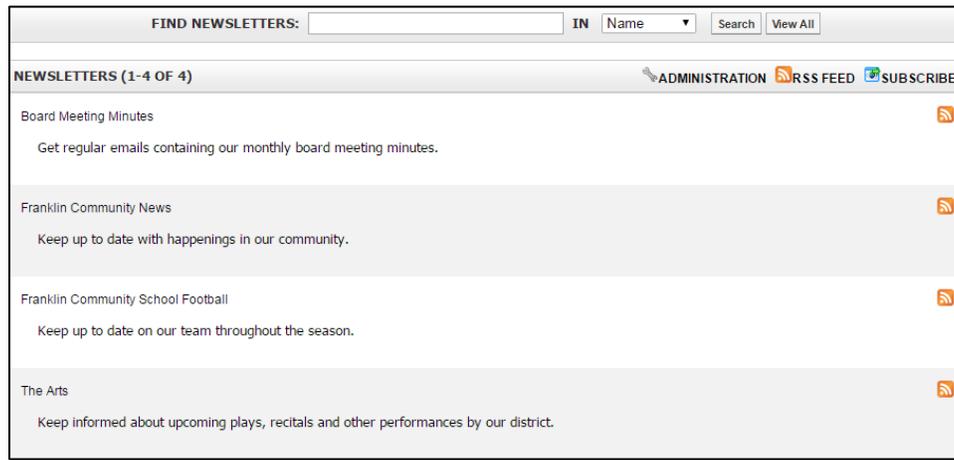


The screenshot displays the 'FIND NEWSLETTERS' search interface. At the top, there is a search bar with the text 'FIND NEWSLETTERS:' followed by an input field. To the right of the input field are the labels 'IN', a dropdown menu currently set to 'Name', and buttons for 'Search' and 'View All'. Below the search bar, the text 'NEWSLETTERS (1-4 OF 4)' is displayed. To the right of this text are three icons: a key icon for 'ADMINISTRATION', an RSS icon for 'RSS FEED', and a mail icon for 'SUBSCRIBE'. The main content area lists four newsletters, each with a title, a brief description, and an RSS icon on the right:

- Board Meeting Minutes**: Get regular emails containing our monthly board meeting minutes.
- Franklin Community News**: Keep up to date with happenings in our community.
- Franklin Community School Football**: Keep up to date on our team throughout the season.
- The Arts**: Keep informed about upcoming plays, recitals and other performances by our district.

Administration

Once you are on the Newsletter page, click on the **Administration** link.



On the Administration page, you will see four options:

- Manage Newsletters
- Manage Subscribers
- Manage Security
- Manage Settings

Manage Newsletters

The **Manage Newsletters** section allows you to perform various changes on your newsletter's profile. You may:

- Add a newsletter
- Edit a newsletter
- Delete a newsletter
- Search for a newsletter
- Manage messages
- Add Subscribers

Adding a Newsletter

To create a newsletter, click **Add Newsletter**.

Clicking on this link will lead you to a page containing Presence's Content Editor. Here, add a **Name** and enter an optional **Description** of your newsletter.

NEWSLETTER SETTINGS

Name



This newsletter will provide you with information on upcoming events and activities that we have planned.

Description

Design
HTML

When you are ready to create the newsletter, click **Add New**.

Editing a Newsletter

When you select a newsletter in the **Manage Newsletters** section, you will be directed to a page displaying newsletter settings. You can also get to this interface by clicking on the desired newsletter at /newsletter and then clicking on **Administration**.

This page features the tabs below:

- Messages
- Settings
- Subscribers
- Security

Messages
Settings
Subscribers
Security

DRAFT MESSAGES + ADD MESSAGE

No item available.

PAST MESSAGES

No item available.

ARCHIVE MESSAGES

No item available.

To edit a newsletter's name or description, click the **Settings** tab. Here you make any desired updates to the **Title** or **Description** fields. Once you have made the desired changes, you may click the **Update**. To remove changes, click **Cancel**.

Deleting a Newsletter

Once you are on the Manage Newsletters page, click the  icon in the **Action** column to delete the corresponding newsletter.

FIND NEWSLETTER: <input type="text"/>		IN	Name	Search	View All
NEWSLETTERS					ADD NEWSLETTER
Newsletter Name					Action
Board Meeting Minutes					
Franklin Community News					
Franklin Community School Football					
The Arts					

Searching for a Newsletter

On both the Manage Newsletters page and the /newsletter page, you will see blank search bar next to a field named **Find Newsletters**. Here you may enter keywords that correspond to the title and/or the description of the newsletter you are looking for. You can search by **Name**, **Description** or **Both**.

FIND NEWSLETTERS: <input type="text" value="arts"/>		IN	Name	Search	View All
NEWSLETTERS (1-4 OF 4)					REGISTRATION RSS FEED SUBSCRIBE
Board Meeting Minutes	Get regular emails containing our monthly board meeting minutes.				
Franklin Community News	Keep up to date with happenings in our community.				
Franklin Community School Football	Keep up to date on our team throughout the season.				
The Arts	Keep informed about upcoming plays, recitals and other performances by our district.				

Click **Search** to see your results. To see all newsletters, click **View All**.

Messages

The default tab when you manage a newsletter is the **Messages** tab. Selecting the **Messages** tab will bring you to a page displaying draft and past messages. You can also add messages here.

Messages	Settings	Subscribers	Security
DRAFT MESSAGES			
No item available.			
PAST MESSAGES			
No item available.			
ARCHIVE MESSAGES			
No item available.			

The **Draft Messages** section contains messages that have not been published. This could be either because they have been saved but not scheduled for release, or because they have been scheduled for a later date or time. Unscheduled messages are marked as **Draft** under the Status column, whereas messages that have a scheduled send time are marked as **Scheduled**.

The **Past Messages** section contains messages that have already been published. Columns titled **Publish Time** and **Action** give the exact publishing time, and an option to copy the message respectively.

The final section is for **Archive Messages**. These are messages that have been archived. They can still be accessed by newsletter administrators but users with read-only access to the newsletter will not be able to see the Archive Messages section and the messages contained within it.

You may add, delete, copy, or edit a message.

Adding a Message

To create a message, click **Add Message**. Here you may draft a new message.



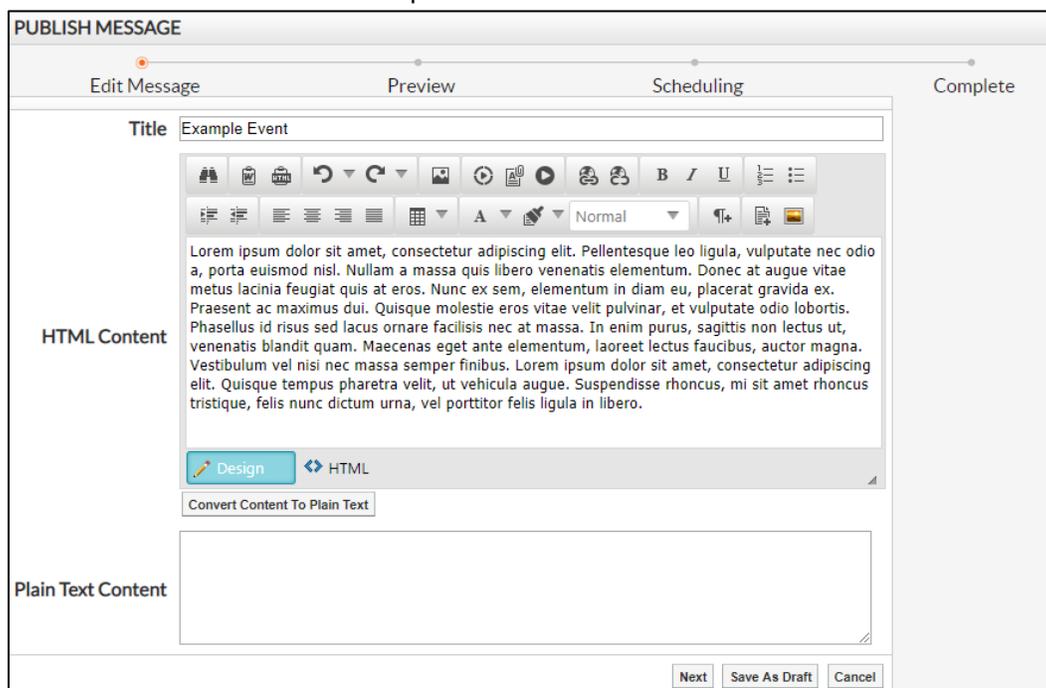
Embedded in the newsletter module is a visual tracking system that displays your progress as you create a message, preview that message, schedule it for delivery and then give final confirmation for the message to be sent. You will see that you are currently at the **Edit Message** stage.

To create your message, fill in a **Title** for the message. This will be the subject used when the message is sent via email.

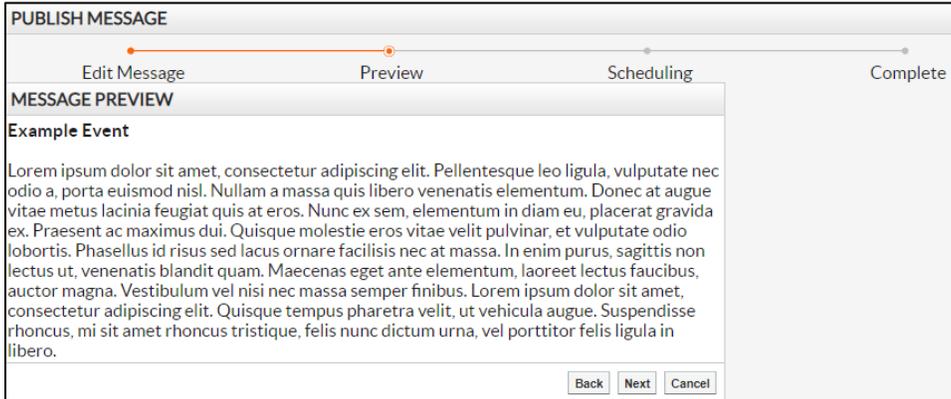
Now in the **HTML Content** section fill in your message content of your message which you want readers to see.

While the vast majority of subscribers will choose to receive their newsletter messages in HTML, a very small subset may opt to receive their messages in plain text.

If you wish, you can change the text that will be received in this format. You can populate unique text in to the **Plain Text Content** box or use the **Convert to Plain Text** button to import your HTML content in to the box. If you leave this box blank, the HTML Content will undergo the same conversion to plain text when a message is sent to a subscribe that chose the Plain Text option.



Once you have finished creating your message, click **Next**. If you want to work on your message later click **Save As Draft**. Once you click **Next** you will be shown a preview of your message as it will appear to viewers.



PUBLISH MESSAGE

Edit Message Preview Scheduling Complete

MESSAGE PREVIEW

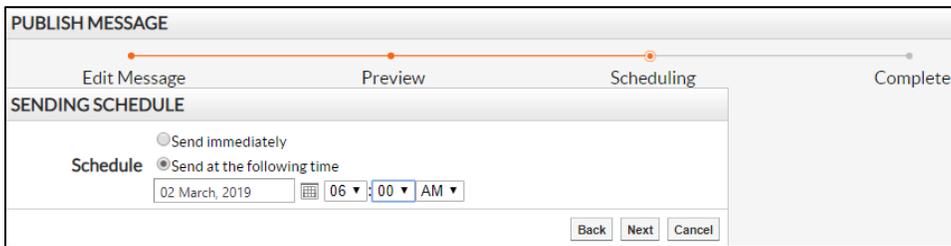
Example Event

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque leo ligula, vulputate nec odio a, porta euismod nisl. Nullam a massa quis libero venenatis elementum. Donec at augue vitae metus lacinia feugiat quis at eros. Nunc ex sem, elementum in diam eu, placerat gravida ex. Praesent ac maximus dui. Quisque molestie eros vitae velit pulvinar, et vulputate odio lobortis. Phasellus id risus sed lacus ornare facilisis nec at massa. In enim purus, sagittis non lectus ut, venenatis blandit quam. Maecenas eget ante elementum, laoreet lectus faucibus, auctor magna. Vestibulum vel nisi nec massa semper finibus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque tempus pharetra velit, ut vehicula augue. Suspendisse rhoncus, mi sit amet rhoncus tristique, felis nunc dictum urna, vel porttitor felis ligula in libero.

Back Next Cancel

If you are not satisfied with the newsletter, you may hit the **Back** button to return to the **Edit Message** interface or the **Cancel** button to discard all your work and return to the **Messages** screen.

If you are happy with your message, click **Next** to proceed. This will bring you to a scheduling page where you can choose the date and time for the message to be sent.



PUBLISH MESSAGE

Edit Message Preview Scheduling Complete

SENDING SCHEDULE

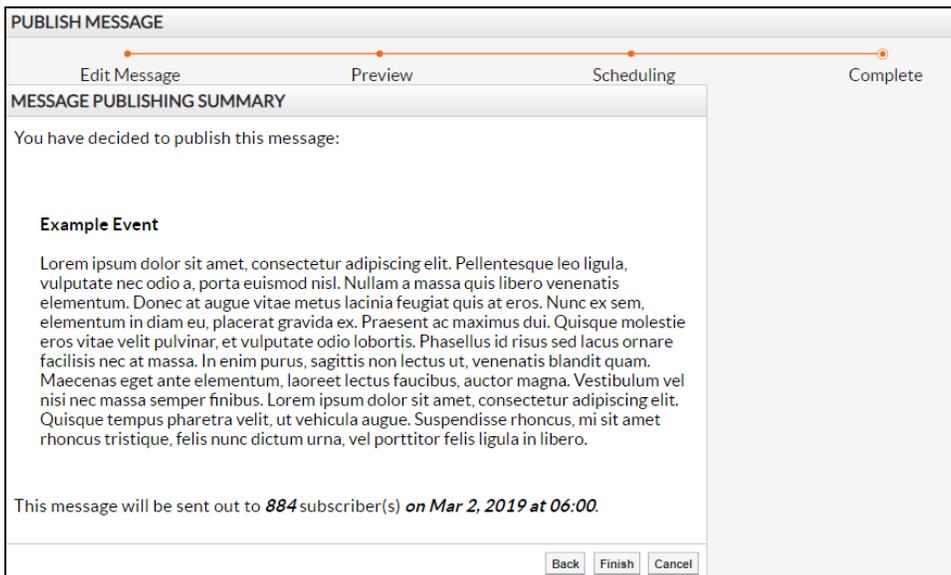
Send immediately
 Schedule Send at the following time

02 March, 2019 06 : 00 AM

Back Next Cancel

If you would like to release this message immediately, choose **Send immediately**. Otherwise, choose **Send at the Following Time** and fill in the required fields.

Click **Next** to view the **Message Publishing Summary**. This will give you a preview of the message, the timing of release (if scheduled for a later date and time) and the number of subscribers who will receive the message.



PUBLISH MESSAGE

Edit Message Preview Scheduling Complete

MESSAGE PUBLISHING SUMMARY

You have decided to publish this message:

Example Event

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque leo ligula, vulputate nec odio a, porta euismod nisl. Nullam a massa quis libero venenatis elementum. Donec at augue vitae metus lacinia feugiat quis at eros. Nunc ex sem, elementum in diam eu, placerat gravida ex. Praesent ac maximus dui. Quisque molestie eros vitae velit pulvinar, et vulputate odio lobortis. Phasellus id risus sed lacus ornare facilisis nec at massa. In enim purus, sagittis non lectus ut, venenatis blandit quam. Maecenas eget ante elementum, laoreet lectus faucibus, auctor magna. Vestibulum vel nisi nec massa semper finibus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque tempus pharetra velit, ut vehicula augue. Suspendisse rhoncus, mi sit amet rhoncus tristique, felis nunc dictum urna, vel porttitor felis ligula in libero.

This message will be sent out to **884** subscriber(s) on **Mar 2, 2019 at 06:00**.

Back Finish Cancel

To deliver the message, click **Finish**.

The message will then appear in the **Draft Messages** section until has been sent out. Once it has been sent it will appear in the **Past Messages** section.

 **Note:** *If you choose to send the message immediately, the message should be received by the subscribers within one hour of submission. The delivery time varies based on the size of the message and the number of subscribers. In most cases your subscribers should receive the message within 15 minutes of confirming that you wish the message to be sent immediately.*

Deleting a Message

A message in the **Draft Messages** or **Archive Messages** sections can be deleted by clicking the  icon that appears in the **Action** column.

DRAFT MESSAGES + ADD MESSAGE				
Message Title	Creation Time	Status	Scheduled Time	Action
Temporary Closure for Scheduled Renovations	May 24, 2017 06:09	Scheduled	May 24, 2017 06:26	

A window will pop up asking you to click **OK** to confirm you wish to delete the message, or **Cancel** to keep it.

Copying a Message

A message in the **Past Messages** section can be copied by simply clicking on the  icon under the **Action** column.

When you click on the icon, the content editor will load. The content is duplicated from the message you want to copy.

PUBLISH MESSAGE

Edit Message Preview Scheduling Complete

EDIT MESSAGE

Title

HTML Content



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque leo ligula, vulputate nec odio a, porta euismod nisl. Nullam a massa quis libero venenatis elementum. Donec at augue vitae metus lacinia feugiat quis at eros. Nunc ex sem, elementum in diam eu, placerat gravida ex. Praesent ac maximus dui. Quisque molestie eros vitae velit pulvinar, et vulputate odio lobortis. Phasellus id risus sed lacus ornare facilisis nec at massa. In enim purus, sagittis non lectus ut, venenatis blandit quam. Maecenas eget ante elementum, laoreet lectus faucibus, auctor magna. Vestibulum vel nisi nec massa semper finibus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque tempus pharetra velit, ut vehicula augue. Suspendisse rhoncus, mi sit amet rhoncus tristique, felis nunc dictum urna, vel porttitor felis ligula in libero.

 HTML

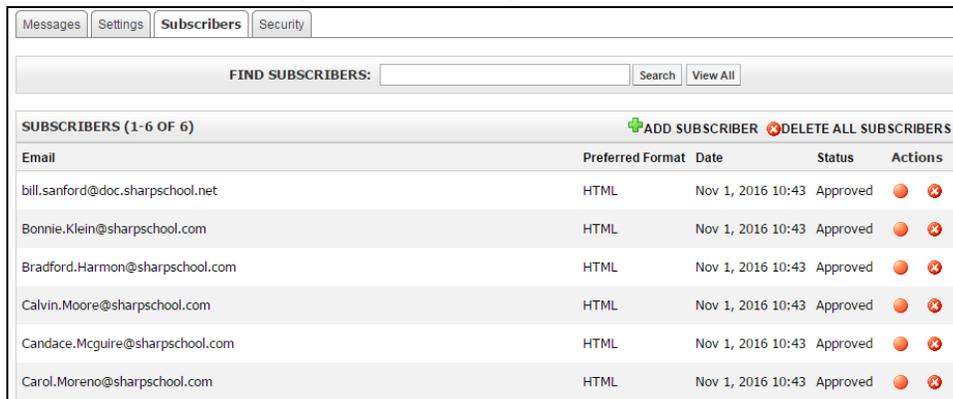
Plain Text Content

Editing a Message

You can edit a message in the **Draft Messages** section by clicking on it and making the desired changes.

Subscribers

The third tab under the **Manage Newsletters** section is **Subscribers**. On the **Subscribers** tab you may add, reject, delete or find subscribers. You may view the subscription status of subscribers under this tab.

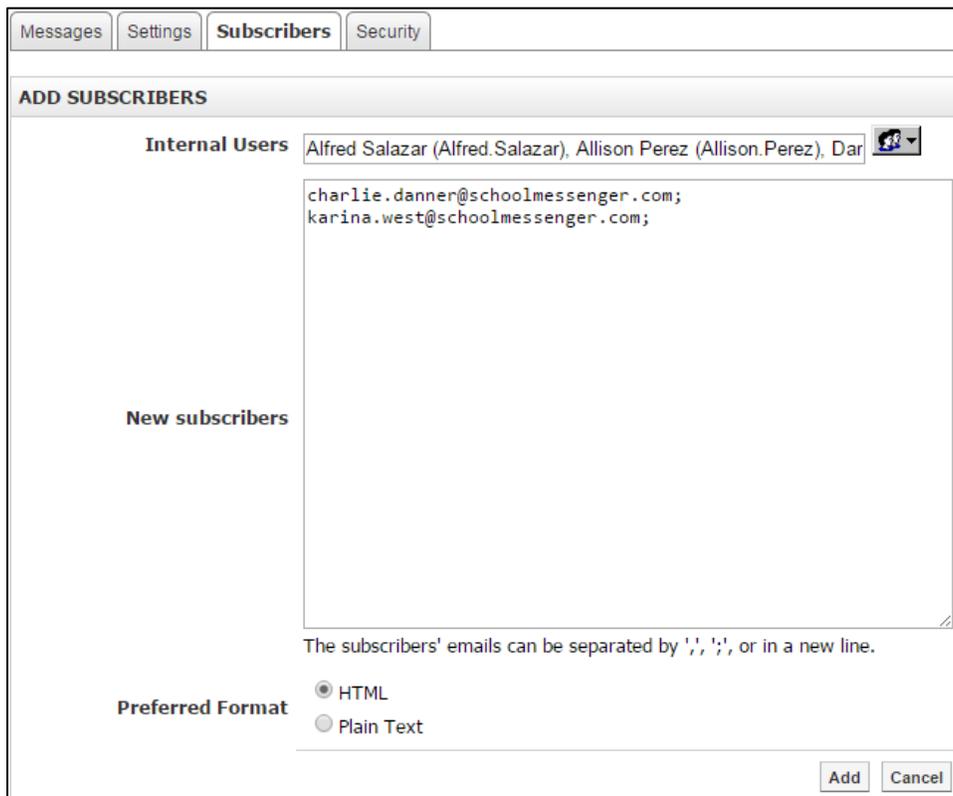


SUBSCRIBERS (1-6 OF 6)				
Email	Preferred Format	Date	Status	Actions
bill.sanford@doc.sharpschool.net	HTML	Nov 1, 2016 10:43	Approved	 
Bonnie.Klein@sharpschool.com	HTML	Nov 1, 2016 10:43	Approved	 
Bradford.Harmon@sharpschool.com	HTML	Nov 1, 2016 10:43	Approved	 
Calvin.Moore@sharpschool.com	HTML	Nov 1, 2016 10:43	Approved	 
Candace.Mcguire@sharpschool.com	HTML	Nov 1, 2016 10:43	Approved	 
Carol.Moreno@sharpschool.com	HTML	Nov 1, 2016 10:43	Approved	 

Adding a Subscriber

To add a subscriber, click **Add Subscriber**.

You may add internal users by selecting the  button. External users may be added by entering their email addresses into the **New Subscribers** field.



ADD SUBSCRIBERS

Internal Users 

New subscribers

`charlie.danner@schoolmessenger.com;
karina.west@schoolmessenger.com;`

The subscribers' emails can be separated by ',', ';', or in a new line.

Preferred Format

HTML

Plain Text

These e-mails will automatically be approved.

Rejecting a Subscriber

If you want to reject a subscription, you may click on the  icon that appears under the **Action** column on the **Subscribers** page.

Deleting a Subscriber

Under the **Actions** column, click  to delete a subscriber. A window will pop up for you to confirm that you want to delete this subscriber.

Finding a Subscriber

You will notice a blank search bar next to a field named **Find Subscribers**.

Messages Settings Subscribers Security					
FIND SUBSCRIBERS: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="View All"/>					
SUBSCRIBERS (1-4 OF 4) + ADD SUBSCRIBER ✖ DELETE ALL SUBSCRIBERS					
Email	Preferred Format	Date	Status	Actions	
Allison.Perez@sharpschool.com	HTML	May 24, 2017 07:00	Approved		
charlie.danner@schoolmessenger.com	HTML	May 24, 2017 07:00	Approved		
Darrel.Cooper@sharpschool.com	HTML	May 24, 2017 07:00	Approved		
karina.west@schoolmessenger.com	HTML	May 24, 2017 07:00	Approved		

Here, you may enter part or all of an email address you'd like to search through. Once you have entered the text, click the **Search** button. If at any point, you wish to view all the subscribers for the newsletter, click the **View All** button located next to the **Search** button.

Clicking the **Email** header will sort the email addresses alphabetically. Each additional click will reverse the order that newsletter names are sorted. You may similarly sort by **Preferred Format**, subscription **Date** or subscription **Status**.

Viewing Subscription Status

Under this column, each subscriber falls under one of the following categories: **Unsubscribed**, **Unapproved**, **Approved**, or **Rejected**.

Unsubscribed is used for users that were previously subscribed but have chosen to unsubscribe.

Approved is used for users that have are actively subscribed to the newsletter.

Unapproved is used for users that have chosen to subscribe but have not yet verified their email address.

Rejected is for users that have subscribed but that a newsletter administrator has rejected.

Manage Security

The **Manage Security** section of the Newsletters Administration is managed in the same manner as all other Presence modules.

To manage the security for the Newsletter module, go to the **Newsletter Administration Page** and click **Manage Security**.

Manage Settings

The **Manage Settings** section on the **Newsletter Administration Page** allows you to ban specific email addresses or domains from subscribing to your newsletters.

To set up and manage any subscription bans, go to **Manage Settings** on the **Newsletter Administration Page**.

Adding a Subscription Ban

Click on **Add Subscription Ban**.

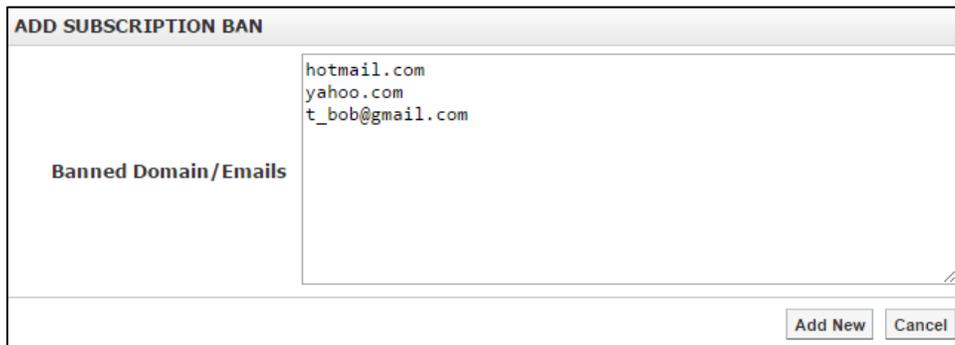


FIND BANS: Search View All

(0) [ADD SUBSCRIPTION BAN](#)

No item available.

Enter the specific email addresses or domains you wish to ban, with one entry per line.



ADD SUBSCRIPTION BAN

Banned Domain/Emails

hotmail.com
yahoo.com
t_bob@gmail.com

Add New Cancel

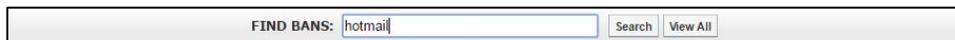
Click on **Add New** to activate a subscription ban on the domains or email addresses you wish to ban. To discard, click on **Cancel**.

Removing a Subscription Ban

Under the **Actions** column, click  to remove a subscription ban. A window pop up asking you to confirm your change. To confirm, click **OK**.

Finding a Subscription Ban

To find a subscription ban, simply enter keywords into the blank search bar and click **Search**. To view all subscription bans, click **View All**.

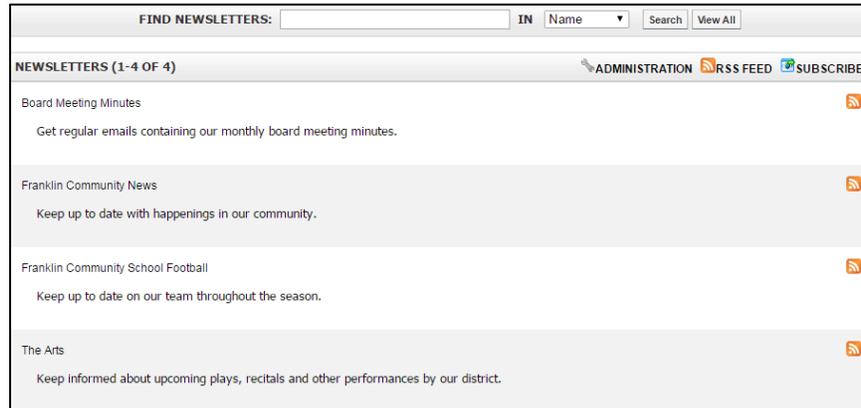


FIND BANS: Search View All

Viewing Newsletter Messages

RSS Feed

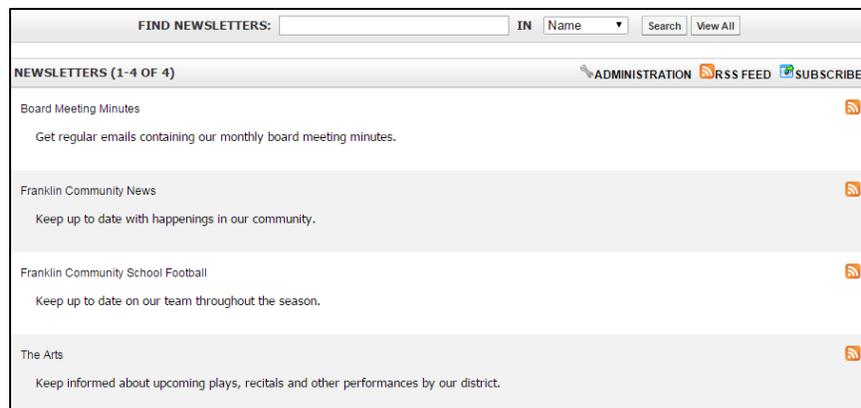
Once you are on the root Newsletter page, click on the **RSS Feed** link. This can be found on the title bar of the **Newsletters** box. This will give you an RSS feed for all newsletters on the site.



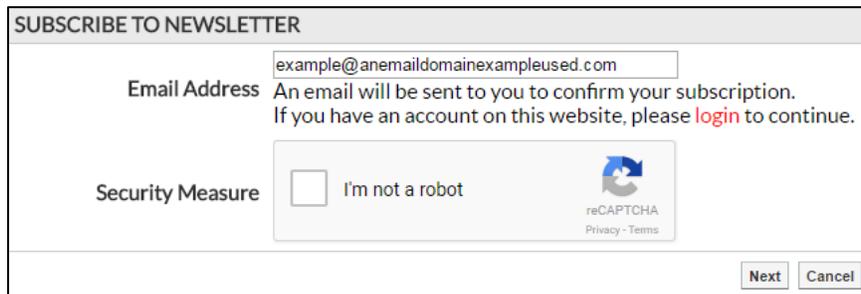
You can also find the RSS feeds for individual newsletters by clicking on the  icon to the right of the appropriate newsletter.

Subscribing to Newsletters

To subscribe to a newsletter, click **Subscribe** on the **Newsletters** page. Alternatively, you can click a specific newsletter and then click the **Subscribe** button.



If you are not signed in, you will be prompted to fill out an **Email Address**. You will also need to check the **I'm not a robot** ReCAPTCHA to confirm you are a human subscribing to the newsletter.



The screenshot shows a form titled "SUBSCRIBE TO NEWSLETTER". It contains the following elements:

- Email Address**: A text input field containing "example@anemaildomainexampleused.com". Below the field is the text: "An email will be sent to you to confirm your subscription. If you have an account on this website, please **login** to continue."
- Security Measure**: A checkbox labeled "I'm not a robot" next to a reCAPTCHA widget. The widget includes the reCAPTCHA logo and links for "Privacy - Terms".
- Buttons**: "Next" and "Cancel" buttons at the bottom right of the form.

Once you have entered an email and passed the **Security Measure**, click **Next**.

A form of listing all available newsletters (that you, the user, have permission to view) appears. Users may choose which newsletter(s) they wish to receive. To select all newsletters, click the box beside **Select all Newsletters**. If you clicked **Subscribe** from inside a specific newsletter, that newsletter will be pre-checked. If you are signed in to the site, all other newsletters that you have already subscribed to will also be pre-checked.

If you are signed in, you will have the option subscribe via your **default email** address (the one associated with your user profile) or you can select **Use the following email** and specify another email address to use. If you are not signed in, the email address you entered in the previous screen will be listed in the **Email Address** field.

Subscribers may select whether to receive their newsletters as an **HTML** email or **Plain Text** email.

After choosing the preferred email address and format and selecting the newsletters you wish to be subscribed to, click **Submit**.

SUBSCRIBE TO NEWSLETTER

Email Address Use default email
 Use the following email

Preferred Email Format HTML
 Plain Text

Newsletters

Select all Newsletters

Board Meeting Minutes
 Get regular emails containing our monthly board meeting minutes.

Franklin Community News
 Keep up to date with happenings in our community.

Franklin Community School Football
 Keep up to date on our team throughout the season.

The Arts
 Keep informed about upcoming plays, recitals and other performances by our district.

You will receive a verification email asking you to confirm that the correct email address has been entered from the subscription.

NEWSLETTER SUBSCRIPTION

A verification email has been sent to your registered email address. Please click on the link in the verification email to validate your subscription.

[Return to the Newsletter Homepage](#)

You have subscribed the newsletter *The Arts*.

Please click the following link to confirm this subscription:

<http://doc.sharpschool.net/newsletter/one.aspx?objectId=23953404&targetId=77770&contextId=2589806&action=confirm>

If you didn't subscribe the newsletter, you can ignore this email.

Click the link in your email to confirm your subscription. Once you have confirmed your subscription, you will receive any future newsletter messages that are sent for the newsletter(s) you have subscribed to.

As a signed in user, if you have newsletters that you have subscribed to but haven't confirmed the subscription for yet, you will see  icons to the right of each newsletter that you need to confirm the subscription for.

Unsubscribing from Newsletters

If you are signed in, when you click on a newsletter that you have subscribed to, you will see an option to unsubscribe.

BOARD MEETING MINUTES		ADMINISTRATION	RSS FEED
Get regular emails containing our monthly board meeting minutes.			
			Unsubscribe

Click on **Unsubscribe** to remove yourself from the newsletter.

Also, if you are signed in, whenever you bring up the **Subscribe to Newsletter** page, you can uncheck any newsletters that you want to unsubscribe from.

SUBSCRIBE TO NEWSLETTER	
Email Address	<input checked="" type="radio"/> Use default email <input type="radio"/> Use the following email
Preferred Email Format	<input checked="" type="radio"/> HTML <input type="radio"/> Plain Text
Newsletters	<input type="checkbox"/> Select all Newsletters <input type="checkbox"/> Board Meeting Minutes Get regular emails containing our monthly board meeting minutes. <input type="checkbox"/> Franklin Community News Keep up to date with happenings in our community. <input checked="" type="checkbox"/> Franklin Community School Football Keep up to date on our team throughout the season. <input checked="" type="checkbox"/> The Arts Keep informed about upcoming plays, recitals and other performances by our district.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

After you make your changes, click **Submit**.

Whether you are signed in or not, every newsletter message that is sent to you will contain a link at the bottom of the newsletter that allows you to unsubscribe.

<p>Temporary Closure for Scheduled Renovations: Franklin Community News</p> <p>The PFD Library will be closed for the month of September while we complete renovations. We apologize for any inconvenience this may cause. We hope to see you on October 2nd for our grand re-opening!</p> <p><i>Published on May 24, 2017</i></p> <hr/> <p>To unsubscribe to this newsletter, click here.</p>

When you click the link, you will be brought to a page asking you to confirm that you wish to unsubscribe. To do so, click **Unsubscribe**.

ACTION REQUIRED
Click Unsubscribe to stop receiving newsletters from <i>Franklin Community News</i>
Click Cancel to continue receiving newsletters.
<input type="button" value="Cancel"/> <input type="button" value="Unsubscribe"/>