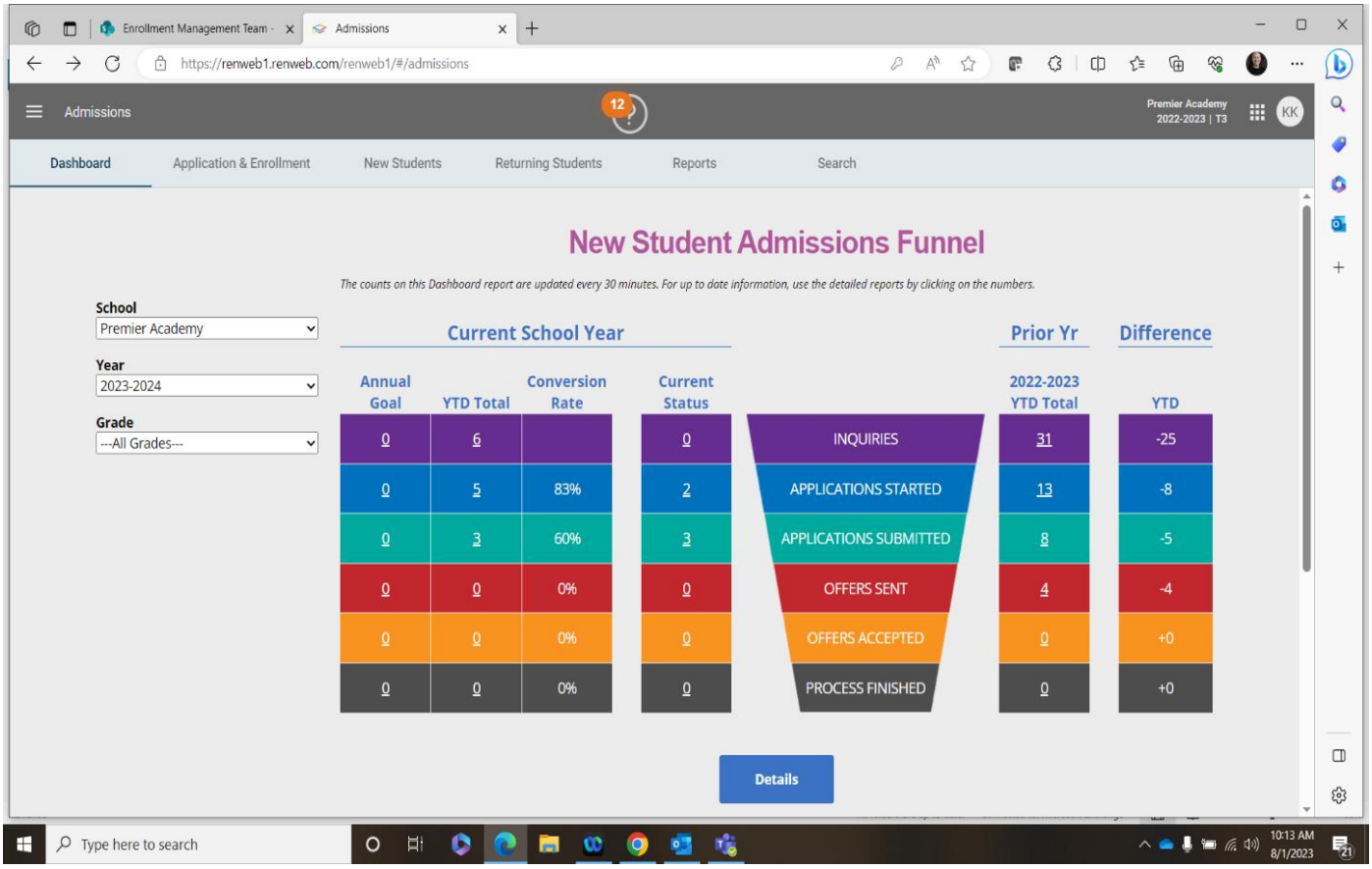
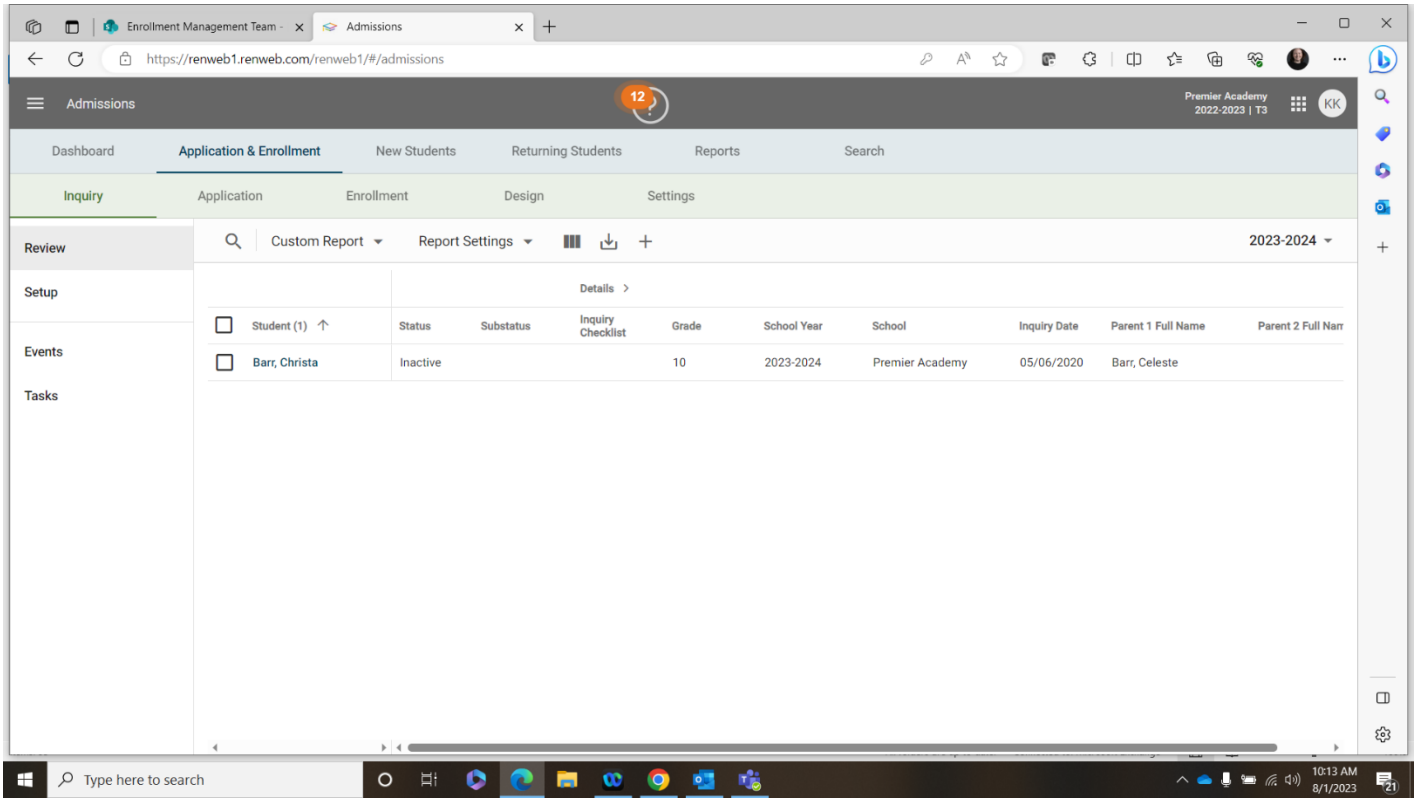
Don’t leave any inquiries behind!

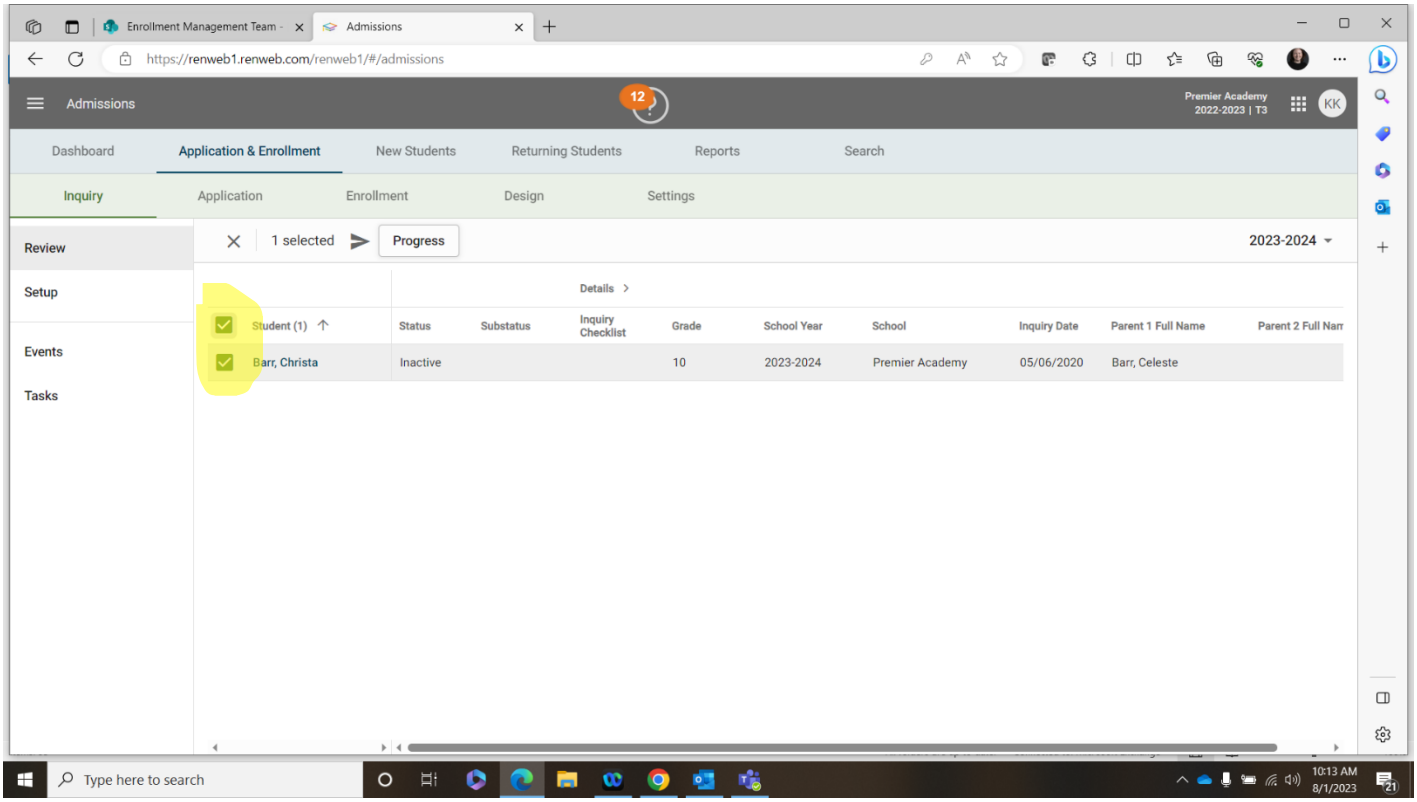
Start by going to your Admissions Dashboard



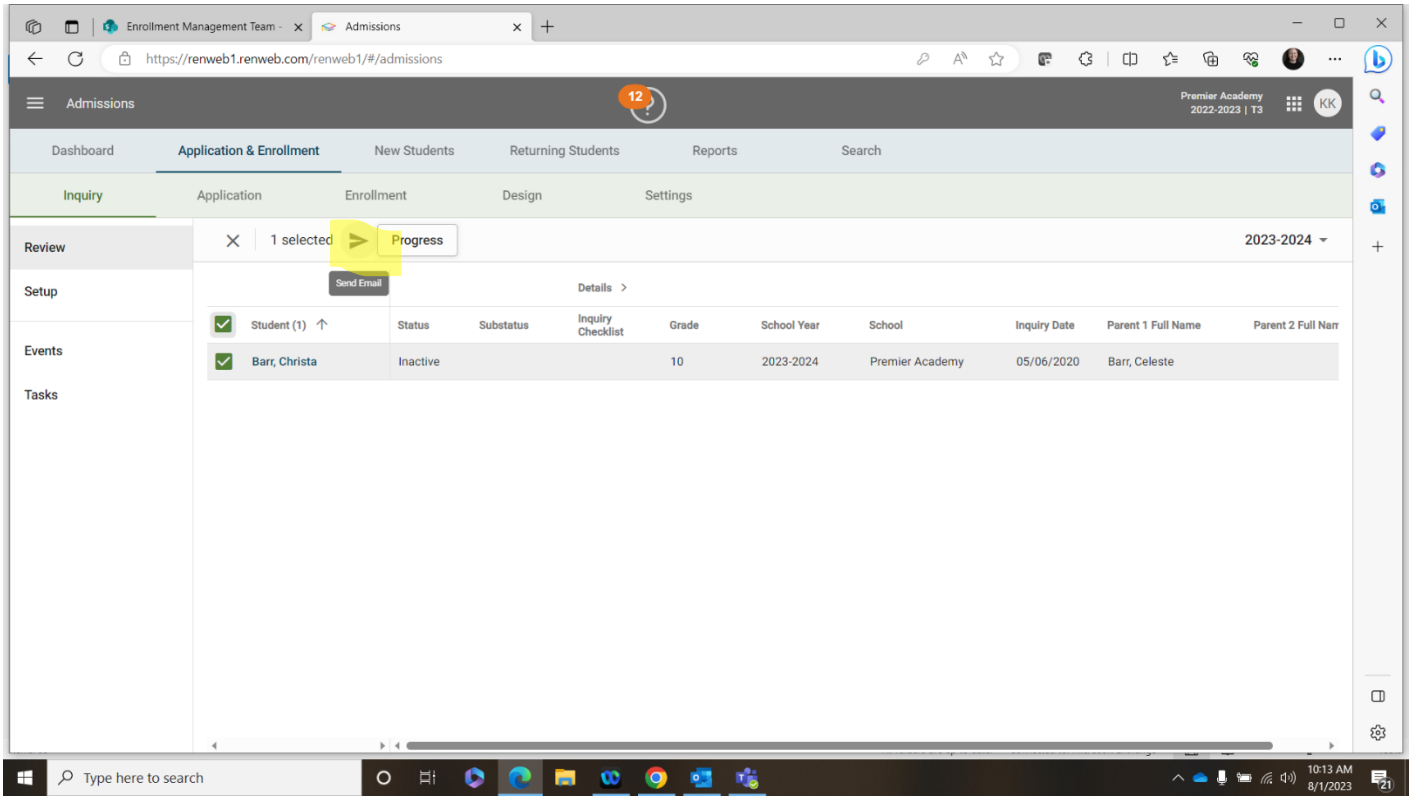
Click on Application and Enrollment in the grey bar this will bring you to the review of your inquiries



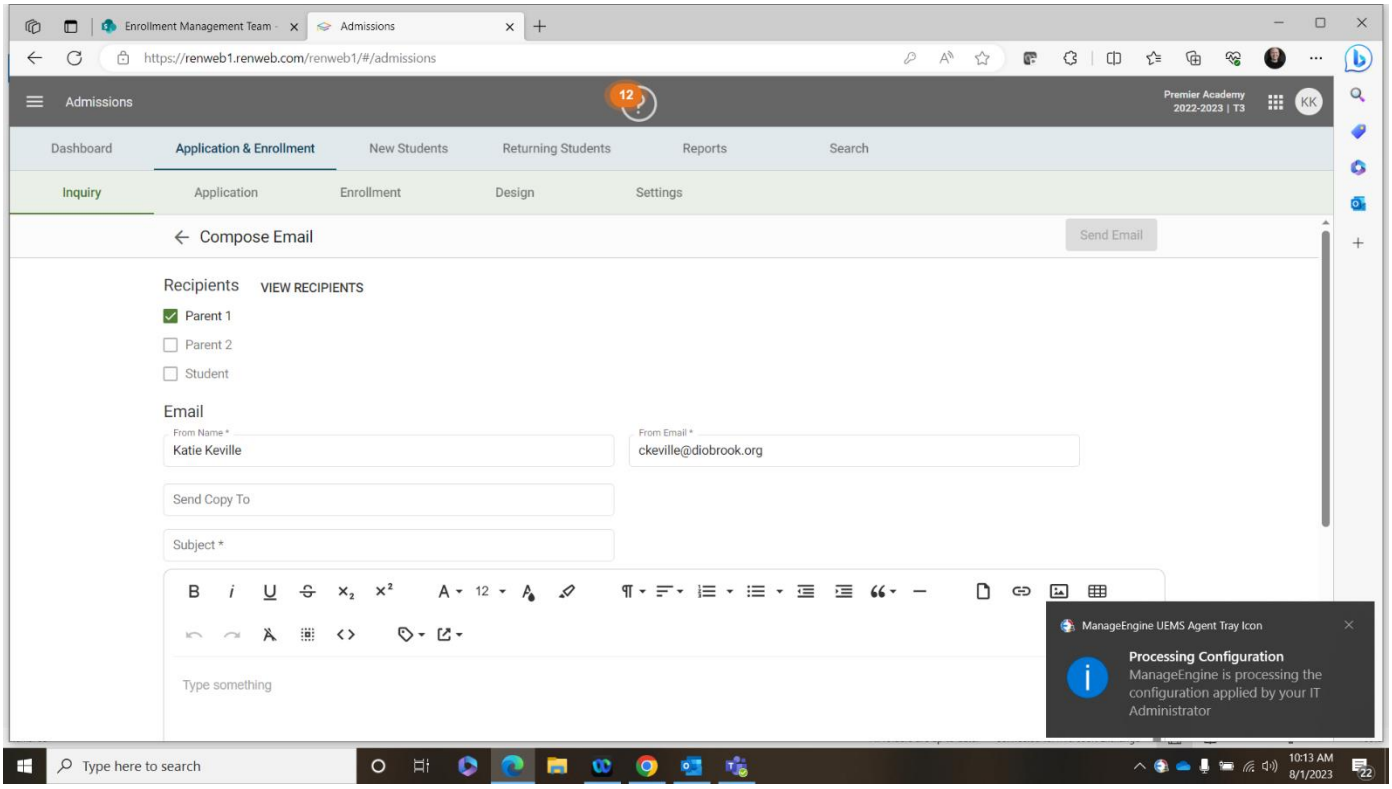
Check the boxes of all the families you wish to email and then click the box next to the word student at the start of the list. You can send to all of them at once.



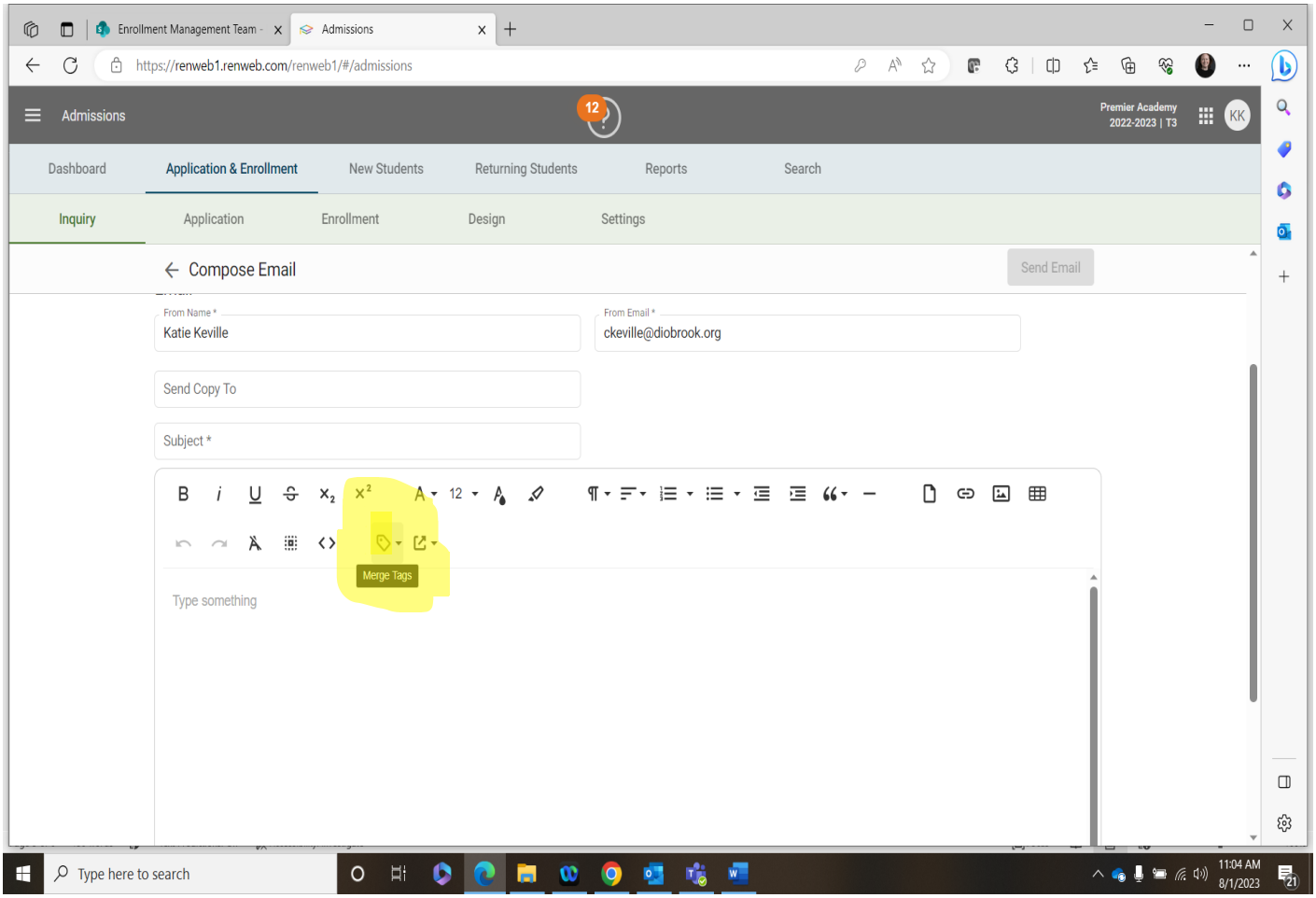
Click on the paper airplane or arrow next to the number of selected, this leads to the send email screen

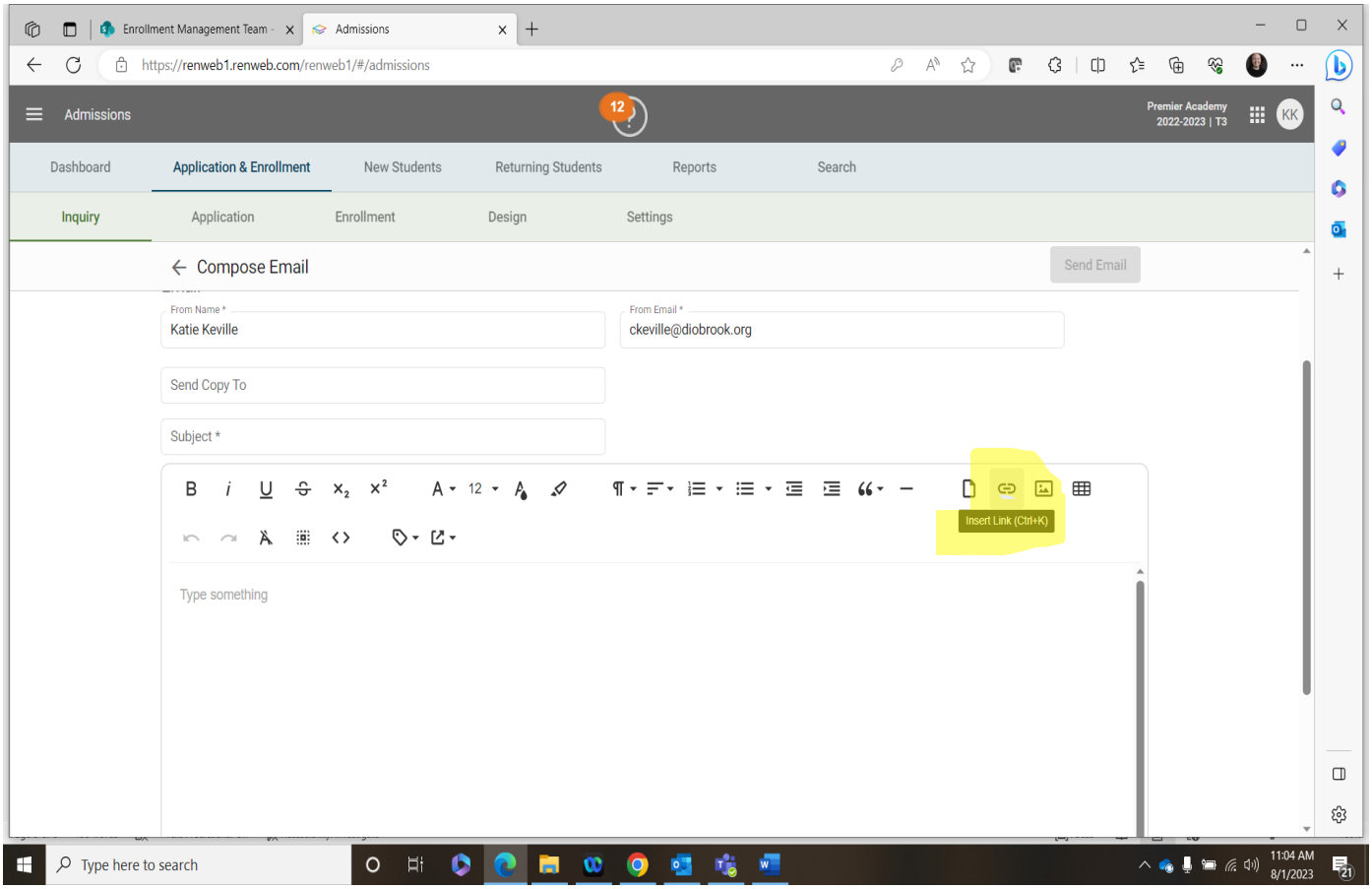


Choose if you want to send the email to Parent 1 or 2, I would recommend both so that it doesn't get missed



Then compose your email, I recommend including a link to your application and using a merge field to pull in their last name, please see screenshots below of where both of these options are located. Once you have set up the email you can save it as a template for future use.

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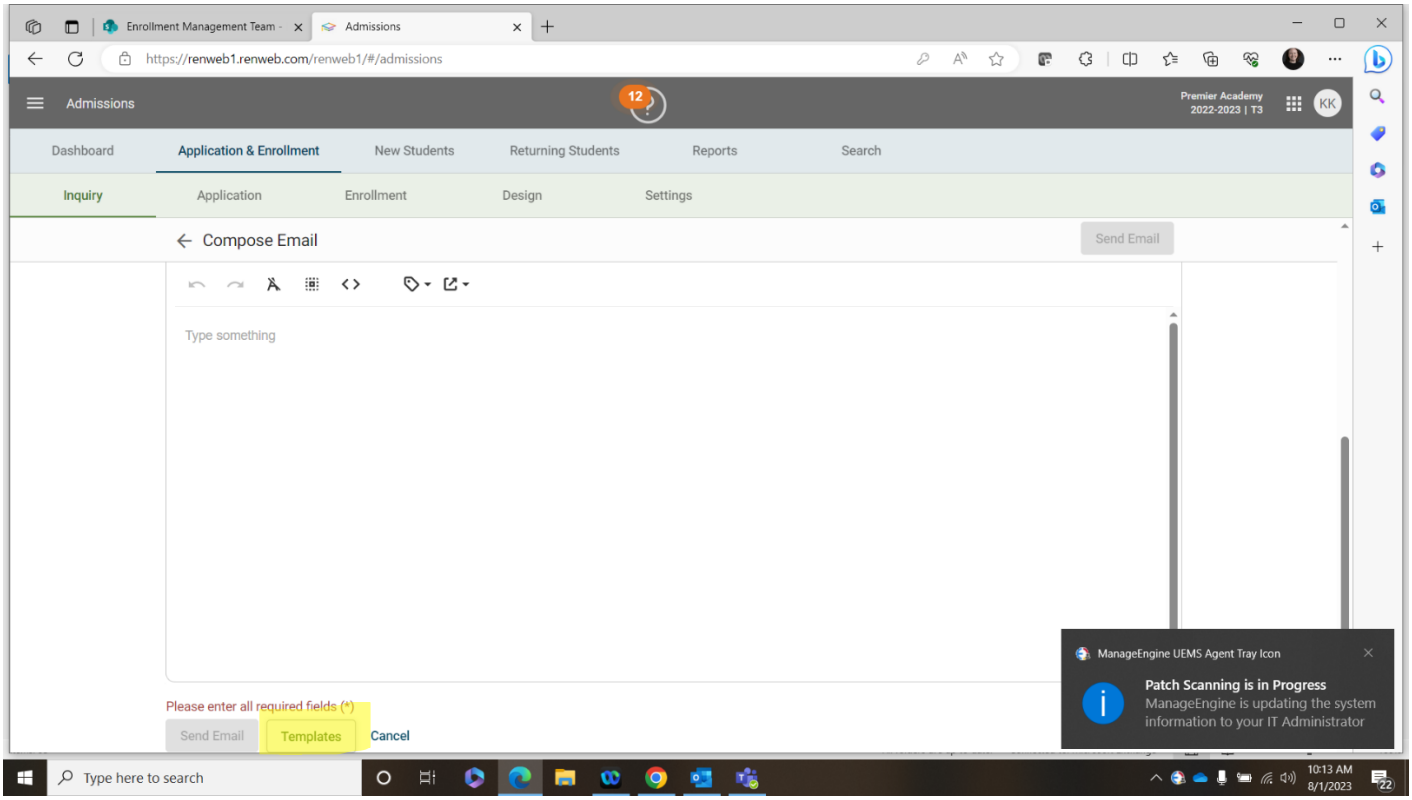
https://renweb1.renweb.com/renweb1/#/admissions
Admissions
12
Premier Academy
2022-2023 | T3
KK
Dashboard
Application & Enrollment
New Students
Returning Students
Reports
Search
Inquiry
Application
Enrollment
Design
Settings
Compose Email
Send Email
From Name *
Katie Keville
From Email *
ckeville@diobrook.org
Send Copy To
Subject *
Insert Link (Ctrl+K)
Type something
Type here to search
11:04 AM
8/1/2023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Dashboard
Application & Enrollment
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Returning Students
Reports
Search
Inquiry
Application
Enrollment
Design
Settings
Compose Email
Send Email
Type something
Please enter all required fields (*)
Send Email
Templates
Cancel
ManageEngine UEMS Agent Tray Icon
Patch Scanning is in Progress
ManageEngine is updating the system information to your IT Administrator
Type here to search
10:13 AM
8/1/2023