

Mailing students or applicants



This tutorial explains how to compose a mail template and send it to a complete list of students or applicants.



1. **Applications > Send bulk email**
2. **Applications > Lists of students/applicants > select a list > Send email to all people in this list**



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ The first item makes it possible to apply an existing document as a template for the email. This is possible by choosing a document from **the list** and clicking the **button**.

Use a document as template: _____

admission

Apply document

▼ You can still edit the chosen document in the text editor. Another option is to create a template for the e-mail from scratch using this text editor.

Compose Message

List of students: 2013_applications_nonEU

Subject: Reminder: deadline summer school

Message:

first name
last name
email address
Gender
Country of birth
pass_number
birth_date
nat_birth
civil_status
spouse
children
nationality
postaladdress_street
postaladdress_no
postaladdress_postal
postaladdress_city
postaladdress_country
emergencyaddress_name
emergencyaddress_street
emergencyaddress_no

copy to email message

▲ Choose the list of people you want to mail from the **choice list**. Type the **subject**. Personalize the e-mail by entering several variable fields. These are fields from the database, variable because their content depends on the student/applicant.

Choose the field you want to use from [the list](#) and click [the button](#). Doing this will copy the field to your cursor's place in the e-mail text. For every single person in the selected list, the field will be updated in the mail he/she receives: it will be substituted by the field's value that can be found in the database for this person.

▼ This is an example of a message including several variable fields. Every inserted field can be recognized by its [field code](#).

The screenshot shows an email template editor. The message body contains the following text:

Dear **!x13! !x14!**

Please bear in mind that the summer school deadline is approaching.

Please check the following information to make sure that we can announce whether you have been selected or not.

Telephone number: **!x2702!**

Address:
!x95! !x96!
!x98! !x99!
!x100!

Make sure to correct any mistakes in your application form.

Good luck!

On the right, a list of available fields is shown, with **postaladdress_country** selected:

- civil_status
- spouse
- children
- nationality
- postaladdress_street
- postaladdress_no
- postaladdress_postal
- postaladdress_city
- postaladdress_country**
- emergencyaddress_name
- emergencyaddress_street
- emergencyaddress_no
- emergencyaddress_postal
- emergencyaddress_city
- emergencyaddress_country
- emergencyaddress_phone
- First Name
- Email
- Student number Ugent
- SWIFT-BIC Code

A button labeled "copy to email message" is at the bottom of the list.

▲ Whereas you as a user see the e-mail template as illustrated above, the recipient will see a fully personalized version, without any field codes.

▼ After completing the text, it is possible to add e-mail addresses. Do this by clicking [the button](#), typing them and confirming. An overview of all added e-mail addresses will be given in [the box next to the button](#).

The screenshot shows the email sending interface. The "Send copy of mail to:" field has a button labeled "Add new email address" next to it. Below this, the "From:" field has two radio button options: "From central email address" (selected) and "From personal email address". The "Signature:" field has a checkbox labeled "Include standard signature" which is checked. A "Send email" button is at the bottom.

▲ Furthermore, you can [choose](#) to send the e-mail from a central e-mail address or your personal e-mail address.

Check or uncheck [the box](#) to in- or exclude a standard signature.

Send the message by clicking [the button](#).