GradesFirst - Adding more students to a campaign and resending

To start you need to open the campaign from your home page.

To get to your active campaigns click on the “Appointment Campaigns” tab, then click on the name of the campaign you want to edit.

and click on “Edit Campaign Details”.

Appointment Campaigns → Demo Campaign
Then select “Edit” next to “Student Select”

Next you need to add the additional students

It will open the “Advanced Search”. Enter the name or student number and hit search (you may need to check the boxes next to search depending on the student’s current status.)
Check the box next to the name(s) of the student(s) you want to add and hit continue.
From here just keep hitting continue until you get to the send button. Only after you have pushed the send button will a question come up asking do you want to send it to everyone or just the new ones.

Select “Invite Only New Students” and it sends the message.