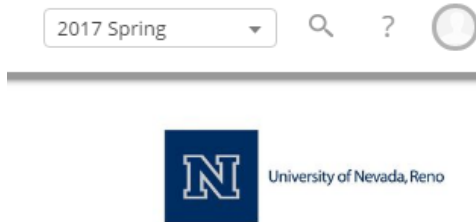
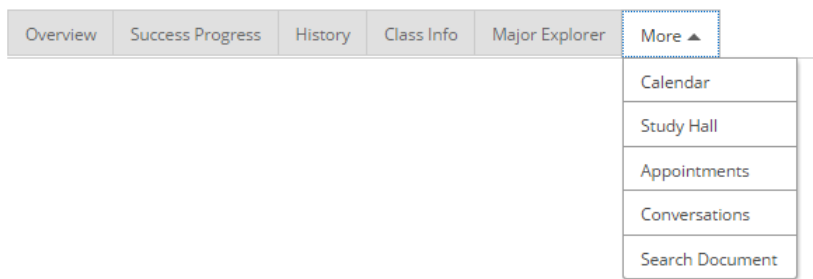


Manually Adding Students to a Campaign

- Using the 'Quick Search' (magnifying glass) in the upper right of the platform, look up the student



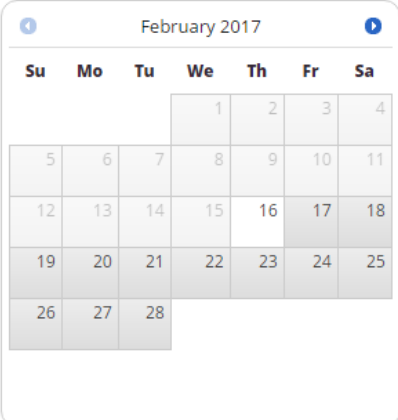
- Once you're on the student's profile, click on the 'Conversations' tab



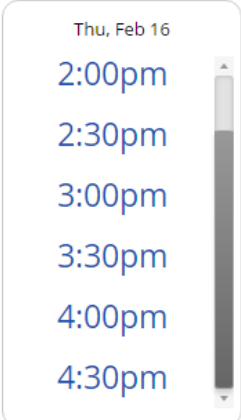
- Find the email that was sent to the student for the campaign and select it
- Copy and paste the link in the email into your browser
 - Each student has a unique link to schedule an appointment through the campaign
- Schedule the student, based on what date and time they indicated they'd like to come in

Hi, Joesph. Please Schedule Your Appointment Below.

Choose A Day



Choose A Time



Comments

