

BROADCAST CENTRAL HUB

Throughout the program, you'll see the Broadcast button on various screens. This feature lets users easily start composing and sending emails directly within the system. Clicking the button opens the email creation interface, streamlining communication with your intended recipients.

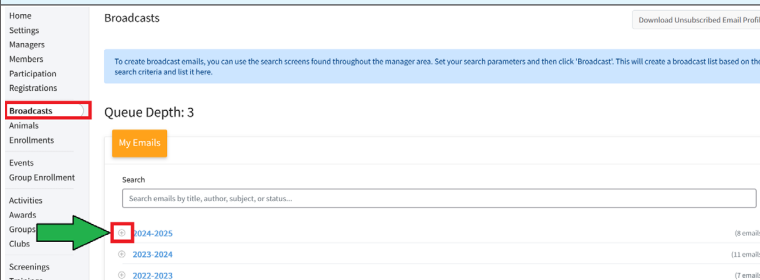
Once a broadcast email is created, it will appear on the Broadcasts Screen—the central hub for managing and viewing all communications.

Click the Broadcasts link in the left-hand navigation menu.

PROGRAM YEAR SECTIONS

Use the plus (+) or minus (–) icons to expand or collapse the list of program years. Each broadcast is assigned to a specific program year and will be displayed within that section on the Broadcast page.

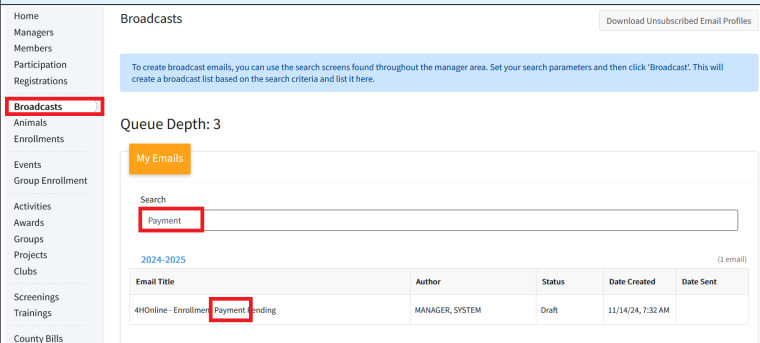
If no broadcasts exist for a particular program year, that year will not appear on the screen.



SEARCH

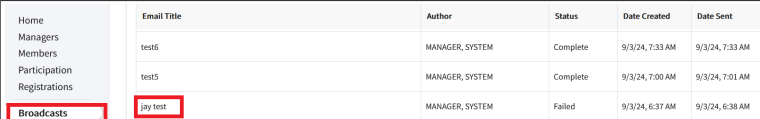
Type in keywords such as the email title, subject, or status to filter the list. Matching results will appear on the screen, while non-matching items will be hidden.

To reset the list and view all items again, simply remove the keywords from the search field.



VIEWING

Click on the email title to open the broadcast and view its full details.



STATUS

- **Complete** – The broadcast has been successfully created, finalized, and sent to all intended recipients.
- **Draft** – The broadcast has been created and edited but has not yet been sent. You can continue to update the content, but recipient information is locked and cannot be changed.
- **Failed** – The broadcast was created and an attempt to send was made, but it did not go through due to one or more issues. Common reasons include missing required elements, such as an empty email body.

