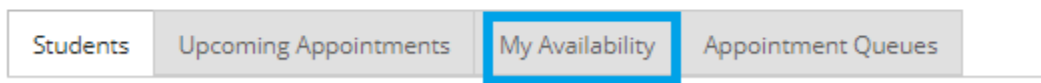


Set up a Campaign

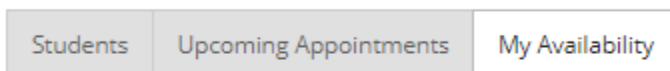
1. Set up **Availability** for campaign.
2. From the **Staff Home** page, select **My Availability**.

Staff Home ▼

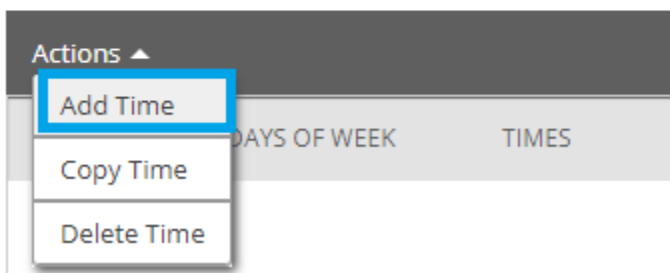


3. Under **Available Times**, select **Actions** and select **Add Time** from the dropdown menu.

Staff Home ▼



Available Times



4. The **Add Availability** screen appears.

ADD AVAILABILITY ×

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From To

How long is this availability active?

What type of availability is this?

Appointments Drop-ins **Campaigns**

Care Unit

Location

Services

NOTE: You can select multiple days that will apply to the same time frame. If you need to make a different time for each day, you will need to repeat these steps for each time available on those days.

- a. Select the day(s) and the time you want to be available for campaigns.
- b. Select the duration.
- c. Select **Campaigns**.

d. Select your **Care Unit**.

e. Select your **Location**.

f. Select the **Services** that will be available for this campaign (i.e. adding/dropping courses, career planning, etc.).

g. Add additional notes to the campaign in the **Special Instructions for Student** box as needed (i.e. provide specific room number, bring specific documents, etc.).

h. Select **Save**.

***NOTE:** Keep in mind block out your lunch hours and regularly scheduled meetings in your calendar.*

5. From the advisor home page, select the students who will be included in the campaign by selecting the boxes next to the students in the **My Assigned Students** list.

***NOTE:** If you know the students' names or student numbers, you can use **Advanced Search** by clicking the magnifying glass sign in the left bar of the page. Enter students' names or student numbers, click **Search**.*

6. Select **Actions** dropdown arrow.

7. Select **Appointment Campaign**.

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for 2019-2020 Fall ▾

Actions ▾

- Send Message
- Create Appointment Summary
- Appointment Campaign**
- Schedule Appointment
- Issue Alert
- Watch
- Export Results
- Show/Hide Columns

NAME	ID	WATCH LIST	CUMULATIVE GPA
Ida	201859410		3.200
Ziad	201719002	👁	1.775
Ayomide	201824547		0.666
nah	201867157		1.000
ide	201338696		1.260
Shmari Adams	201011785		0.000

8. The **New Invitation Campaign** page appears.

NAVIGATE

2019-2020 Fall

New Invitation Campaign •

6 students will be added to this campaign.

Define Campaign

The campaign name and dates will be visible on the Appointment Campaigns Tab and the Student Profile for users who have permission to view it.

Campaign Name:

Care Unit:

Location:

Service:

Begin Date: 12/05/2019

End Date: 12/19/2019

Appointment Limit:

Appointment Length:

Slots Per Time:

Cancel

Save and Exit

Continue

EAB Legal Disclaimer | Terms of Use | Download Acrobat Reader © 2019 EAB. All Rights Reserved. Additional Modes

11:39 AM 12/5/2019

a. Enter **Campaign Name**.

b. Select **Care Unit**.

- c. Select **Location**.
- d. Select **Service** type for the campaign.
- e. Set up the **Begin Date** and **End Date** of your campaign by clicking the calendar.
- f. Select your **Appointment Limit**.
- g. Select your Appointment Length (i.e. 30 minutes per appointment, 45 minutes per appointment, etc.).
- h. Enter **Slots Per Time**.
- i. Select **Continue**.

NOTE: You can click on **Save and Exit** at any point to save your campaign and come back to edit.

9. The **Review Student In Campaign** page appears.

Define Campaign > Review Students > Add Staff > Compose Message > Confirm & Send

Campaign

Review Students In Campaign

Actions	
<input type="checkbox"/>	NAME
<input type="checkbox"/>	Al Delrahman
<input type="checkbox"/>	Al Delrahman
<input type="checkbox"/>	Al Delrahman

a. Select the box next to **NAME**, all students will be selected.

b. Select **Continue**.

10. The **Add Organizations To Campaign** page appears.

Define Campaign > Review Students > Add Staff > Compose Message > Confirm & Send

Campaign

Add Organizers To Campaign

ID	NAME	AVAILABLE TIMES
<input checked="" type="checkbox"/>		For: Campaigns Mon 8:00am-5:00pm (December 23, 2019) For: Appointments/Drop-Ins/Campaigns Mon 23, 2019) For: Appointments/Drop-Ins/Campaigns Thu 2020) For: Appointments/Drop-Ins/Campaigns Mon 31, 2020)
<input type="checkbox"/>		

a. Select the box next to your name. Make sure you select the right available time for **Campaign**.

b. Select **Continue**.

11. The **Compose Your Message** page appears.

Appointment Campaigns | Edit | x +

mun.campus.eab.com/appointment_campaigns/52559-campaign/edit?step=message

2019-2020 Fall

Define Campaign > Review Students > Add Staff > Compose Message > Confirm & Send

Campaign

Compose Your Message

({student_first_name}), Schedule an Advising appointment

Please schedule your Advising appointment.

Hello ({student_first_name}):

Please schedule an appointment for Academic Difficulties at Academic Advising Centre - SN 4053. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{schedule_link}

Thank you.

Available Merge Tags:

- {student_first_name} Inserts the student's first name
- {student_last_name} Inserts the student's last name
- {schedule_link} Inserts a link to schedule the appointment

Add Attachment:

Select file to attach

- a. Write the subject line.
- b. Write the content. You may keep **{*\$*schedule_link}** from the original message so that students can book an appointment with you directly through this link.
- c. **Add Attachment** if necessary.
- d. Screw down the page and **Preview Email**.
- e. Select **Continue**.

12. The **Confirm & Send** page appears.

The screenshot shows a web browser window displaying the 'Confirm & Send' page in the EAB NAVIGATE system. The page title is 'Campaign' and the sub-section is 'Confirm & Send'. The breadcrumb trail is: Define Campaign > Review Students > Add Staff > Compose Message > Confirm & Send. The page contains the following information:

Care Unit: Advising	Start Date: 12/06/2019	End Date: 12/13/2019
Location: Academic Advising Centre - SN 4053	Appt Length: 30 minutes	Slots Per Time: 1
Service: Academic Difficulties	Appt Limit: 1	Organizer Attendee Reminders: <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> SMS
		Non Organizer Attendee Reminders: <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> SMS

Below the table, the subject line is: **Subject** {*\$*student_first_name}, Schedule an Advising appointment. There are links for **Email Preview** (View), **Invitees** (View All (4)), and **Included organizers** (View All (1)).

At the bottom of the page, there is a **< Back** button on the left, a **Save and Exit** button, and a **Send** button on the right. The footer includes the EAB logo, legal disclaimer, and copyright information: © 2019 EAB. All Rights Reserved. The system clock shows 2:31 PM on 12/5/2019.

- a. Confirm all information listed on the page.
- b. Select **Send**.