Set up a Campaign
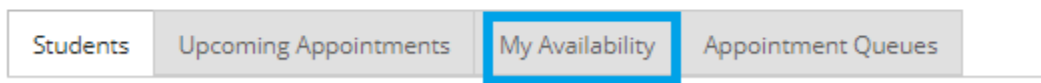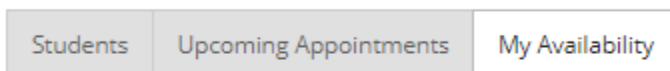
1. Set up **Availability** for campaign.

2. From the **Staff Home** page, select **My Availability**.

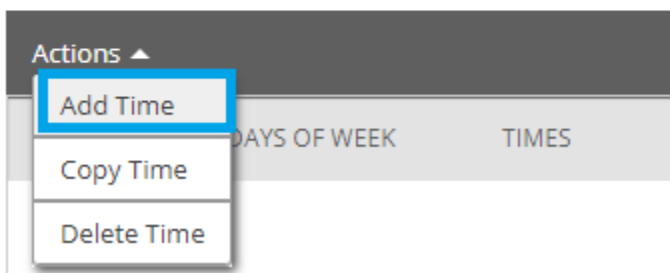3. Under **Available Times**, select **Actions** and select **Add Time** from the dropdown menu.

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

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**.

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

   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.

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

b. Select **Continue**.

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

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.

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.

a. Confirm all information listed on the page.

b. Select **Send**.