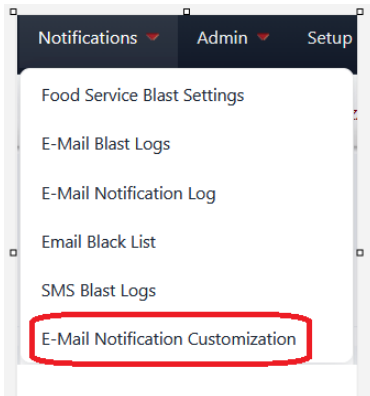


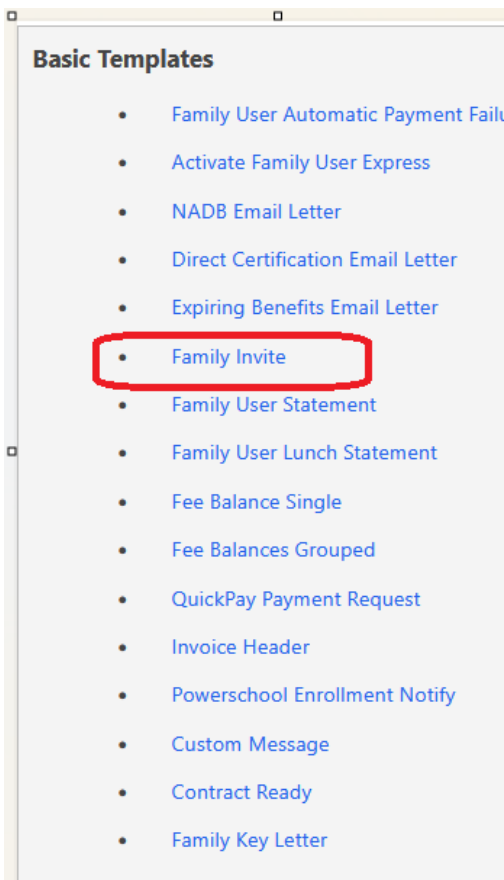
Updating and sending E-Mail Invites to Parents

Updating / Customization

You'll go to the admin site>Notifications>E-mail Notifications Customization



Then go down to the Family Invite:



Once there, if you have a logo uploaded already, you can change it in the email to be your school's logo instead of the EduTrak Connect logo.

Family Invite

Branding

Default ▾

(Please select)

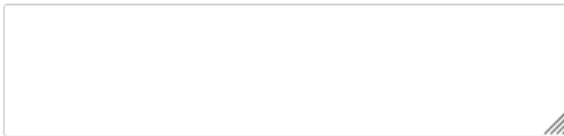
Default 

Food Service



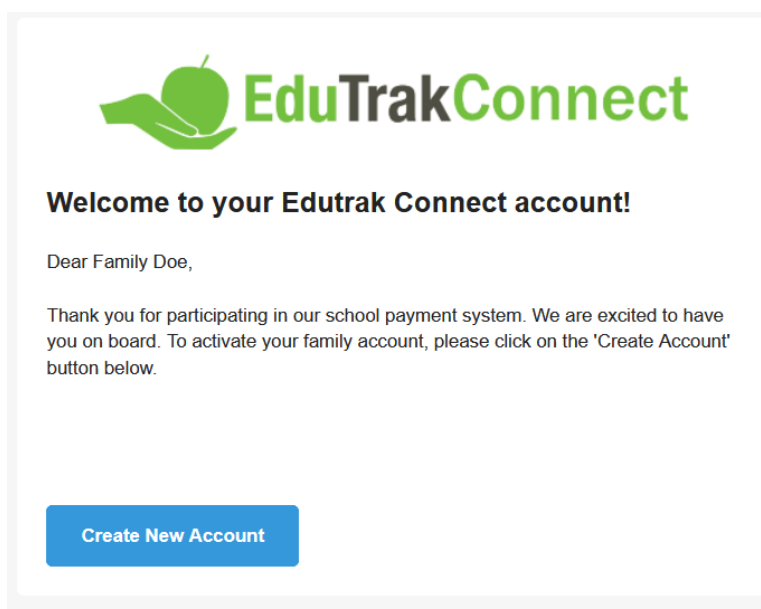
Additionally, you can add text to the default template, if you would like. Simply type the message in the box and Save Template. The additional text will appear below the pre-loaded text.

Custom Message



Save Template

The default template looks like this:



 **EduTrakConnect**

Welcome to your Edutrak Connect account!

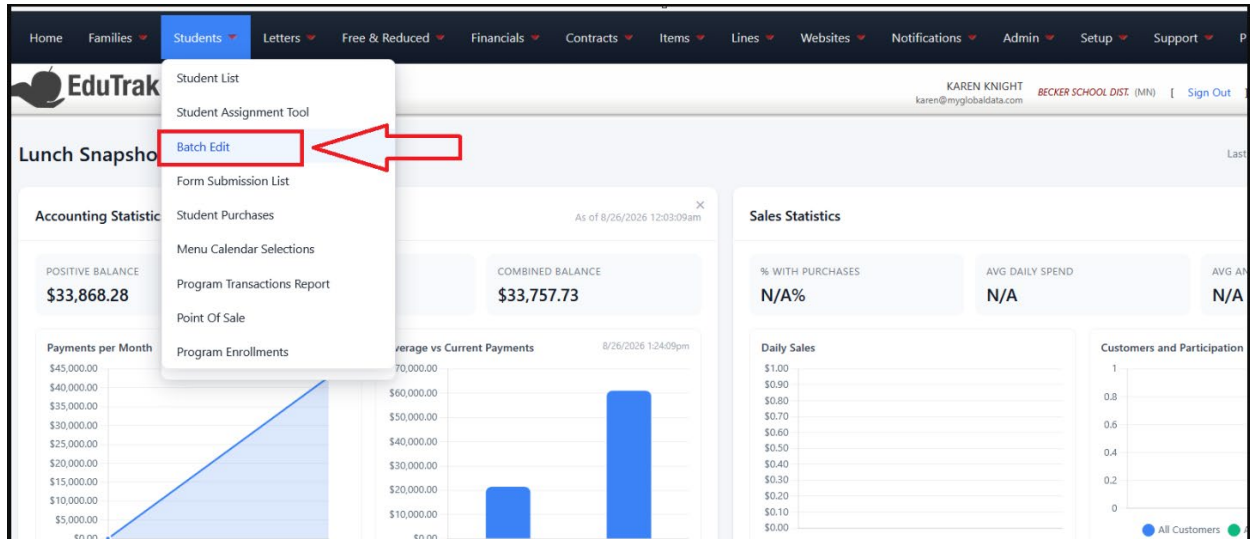
Dear Family Doe,

Thank you for participating in our school payment system. We are excited to have you on board. To activate your family account, please click on the 'Create Account' button below.

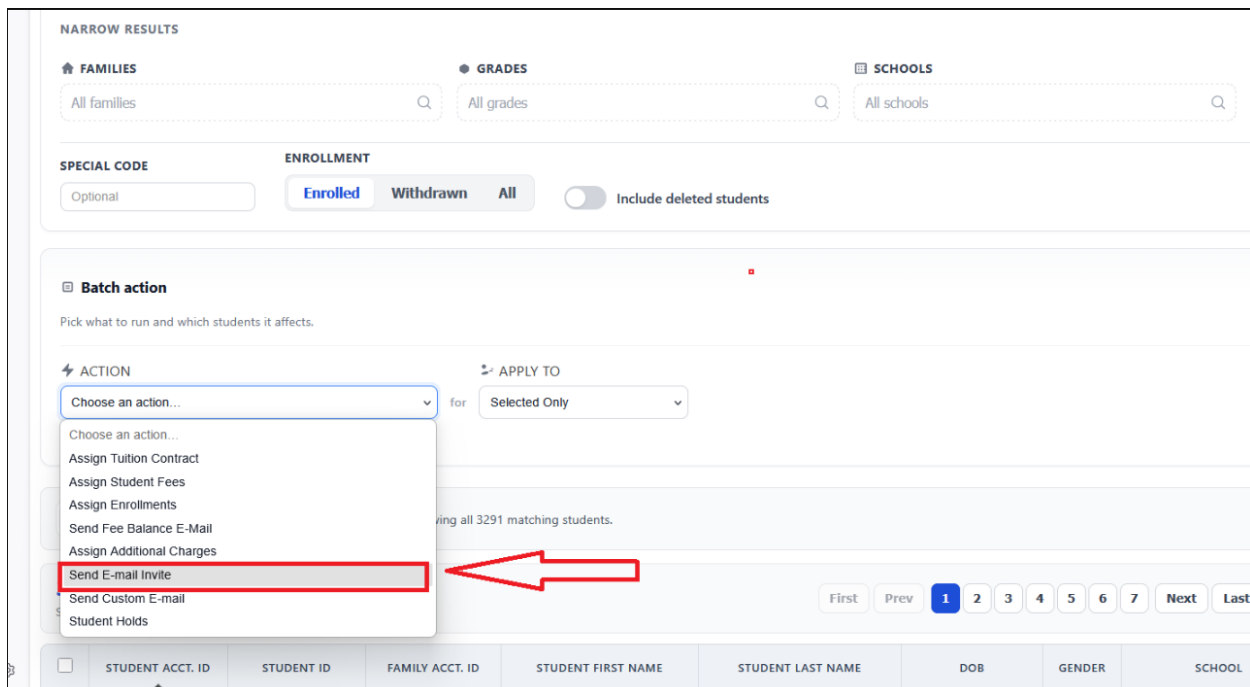
[Create New Account](#)

Sending the Family Invite email

You'll go to the admin site>students tab>batch edit, as seen here:



Next, under Batch Action>Actions, choose "Send Email Invite" as seen here:



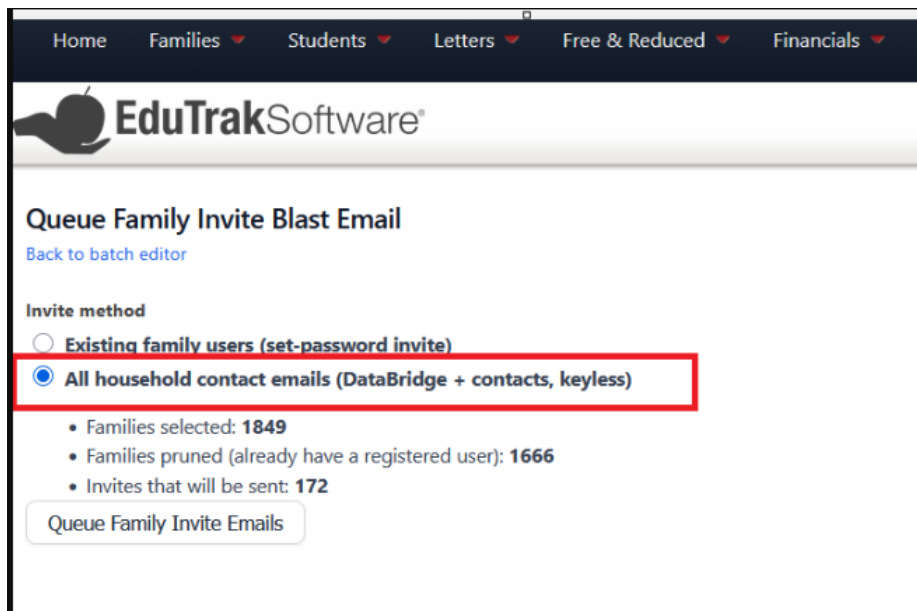
Then select "Entire Filter List", as seen here:

The screenshot shows the 'Find students' interface. At the top is a search bar labeled 'Find students' with the placeholder 'Name or student account ID'. Below it is a note: 'Matches student first name, last name, or account ID.' Underneath is a section titled 'NARROW RESULTS' with three filter categories: 'FAMILIES' (with a house icon), 'GRADES' (with a person icon), and 'SCHOOLS' (with a building icon). Each category has a search input field with 'All families', 'All grades', and 'All schools' respectively. Below these are 'SPECIAL CODE' (with an 'Optional' input) and 'ENROLLMENT' (with buttons for 'Enrolled', 'Withdrawn', and 'All', and a toggle for 'Include deleted students'). A 'Batch action' section follows, with a note 'Pick what to run and which students it affects.' It contains an 'ACTION' dropdown set to 'Send E-mail Invite' and an 'APPLY TO' dropdown set to 'Entire Filtered List', which is highlighted with a red box. At the bottom, a summary bar shows 'All results 3291', 'Selected only 0', and 'Showing all 3291 matching students.' Below this, a bar indicates '3291 students found'.

Then, click the blue button on the right that says, "Run Batch Action." on the next page, you will select the option for "All household contact emails" as seen here:

The screenshot shows the 'Queue Family Invite Blast Email' page in the EduTrakSoftware interface. The top navigation bar includes links for 'Home', 'Families', 'Students', 'Letters', 'Free & Reduced', and 'Financials'. The main heading is 'Queue Family Invite Blast Email' with a link 'Back to batch editor'. Under 'Invite method', there are two radio button options: 'Existing family users (set-password invite)' and 'All household contact emails (DataBridge + contacts, keyless)', which is selected and highlighted with a red box. Below the options, a summary shows: 'Families selected: 1849', 'Families pruned (already have a registered user): 1666', and 'Invites that will be sent: 172'. At the bottom is a button labeled 'Queue Family Invite Emails'.

Finally, click the "Queue Family Invite Emails" as seen here:



Home Families Students Letters Free & Reduced Financials

EduTrakSoftware

Queue Family Invite Blast Email

[Back to batch editor](#)

Invite method

☐ Existing family users (set-password invite)

☒ All household contact emails (DataBridge + contacts, keyless)

- Families selected: **1849**
- Families pruned (already have a registered user): **1666**
- Invites that will be sent: **172**

Queue Family Invite Emails

This page will show you how many families were selected to receive the email invite, how many are already registered users and how many emails will be sent.

This is what the email invite will look like in the parent's inbox:

