

Sending Custom Emails Using Appointments List page

The [Appointments List](#) page provides a powerful, spreadsheet-style view of your bookings. Unlike the standard Appointments tab, this page is designed for bulk actions, advanced filtering, and communication.

Filtering and Searching

You can generate a targeted list of participants by filtering by:

- **Single Date:** View all bookings for one specific day.
- **Date Range:** View bookings across a week or the duration of your event.
- **Event:** View every appointment associated with a specific event.

Once filtered, the page will display a comprehensive list of parents and their corresponding appointment details.

Management Actions

From this view, you can perform the following administrative tasks:

- **Confirm:** Validate "Problem" appointments (red slots) to make them active.
- **Delete:** Remove appointments or slots in bulk.
- **Recreate:** Restore slots that may have been previously removed.
- **Email:** Send direct communications to your filtered list.

Sending Emails to Participants

To communicate with parents directly from this list:

1. Click the **Send Email** button at the top of the page.
2. Choose your recipients:
 - **Send to All:** Emails everyone currently visible in your filtered list.
 - **Send to Selected:** Emails only the participants you have manually checked in the list.
3. A **Send Email** window will appear, allowing you to choose the email type:
 - **Reminder Email:** Sends a standard appointment reminder.
 - **Custom Email:** Allows you to draft a unique message for this specific group.

Pro Tip: While you can customize the text in the window, your default templates are managed on the **Settings / Notification Setup** page.

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