Sending Custom Emails

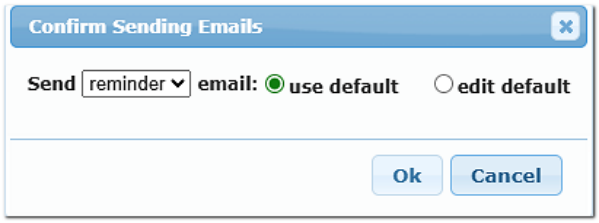
The **Appointments List** page — **not** the main Appointments page — lets you search for and manage appointments by:

- A single date
- A date range
- An event

This returns a list of parents with appointments matching your search, along with options to **email**, **delete**, **confirm**, or **recreate** slots and appointments.

Sending Emails from the Appointments List

1. Click **Send Email** at the top of the page.
2. Choose **Send to All** or **Send to Selected**.
3. In the dialog that appears, choose an email type:
   - **Reminder email**
   - **Custom email**



You can send using the existing template as-is, or customize it for this send.

> Email templates are managed under **Settings/ Notification Setup**.

Created 2026-04-08 15:19:59 UTC by Yura Nechyporenko
Updated 2026-06-21 00:04:52 UTC by Anne Taves