

The first step is to design the campaign. Please name your campaign with you last name, the semester, and the type of campaign you are running. For example: Stindt Spring 2020 Fall Registration.

Care Unit: Advising

Location: My Faculty's Office Service: Academic Planning

Dates: Whenever you'd like students to be able to schedule.

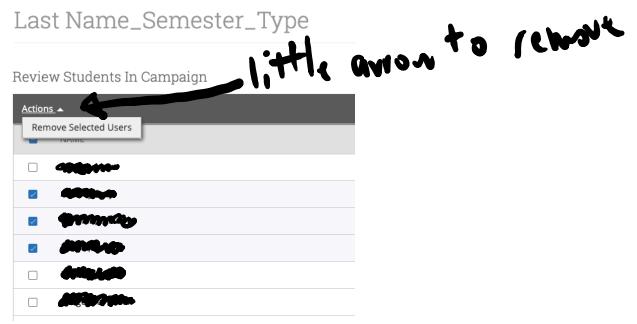
Appointment limit: How many times can a student schedule with you during this campaign.

Slots per time: how many students are you willing to see at a time? Typically 1, unless mass advising.

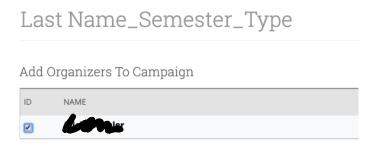
## Define Campaign

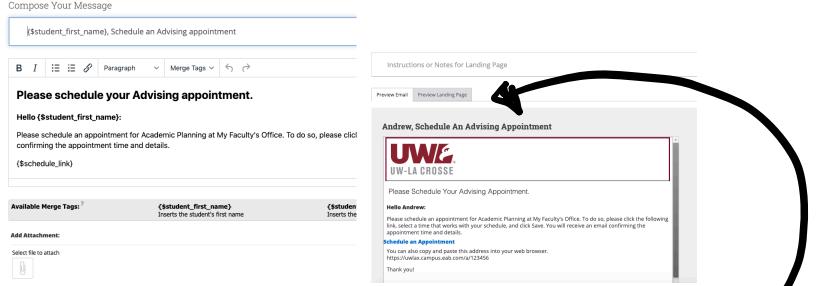
The campaign name and dates will be visible on the Appointment Campaigns Tab and the Student Profile for users who have permission to view it.				
	Campaign Name:	Begin Date:	End Date:	
	Last Name_Semester_Type	11/24/2019	12/15/2019	27
	Care Unit:	Appointment Limit:		
	Advising	1		*
	Location:	Appointment Length:		
	My Faculty's Office	15 min		*
	Service:	Slots Per Time:		
	service.	Sids Fer Time.		
	Academic Planning 🔻	2		

Next is to add students to the campaign. You'll likely add all of your assigned advisees, and then be able to review the list. This is where you can remove any students who don't fit the campaign. Examples could be students who are graduating and won't need to register, or students who you have already met with to plan the upcoming semester.



Next is to add the organizer, who in this case will be you. If you haven't entered availability (see previous help documents) your name won't show up.



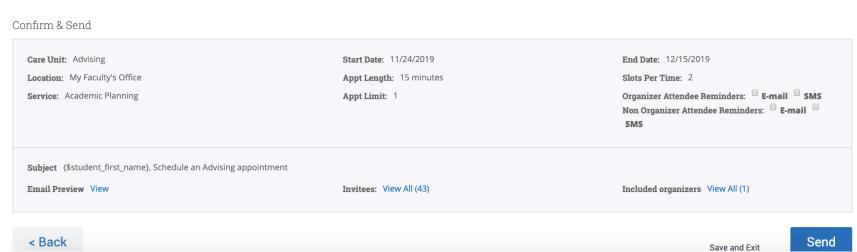


You can edit the email to look however you want, and then preview it below. If you click "Preview Landing Page" you can also see the page that students will see when they click to schedule with you.

- -You might want to include your office location in "Instructions for Landing Page", or other pertinent information.
- -You can attach files if there is anything you want to share with students before they come to the meeting. Examples could include a sample semester schedule for them to begin preparing for the next semester before meeting with you.

The final step is to review everything. Make sure that the dates are correct, the number of Invitees matches what you expect for students, the appointment length, etc. Don't check any of the reminders, except non-organizer email. Then send!

## Last Name\_Semester\_Type



After sending you can come back to the campaign page to see what percentage of students have scheduled with you. You can also come here to send a reminder email to students who have not yet scheduled with you. Lastly, you can add any students to the campaign who may have initially not been part of it.