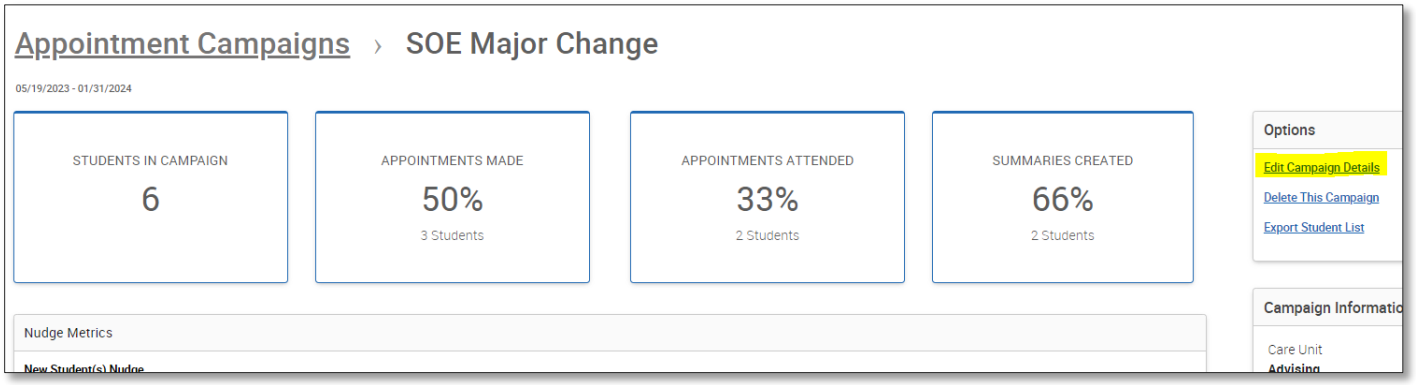
EAB Navigate360: Add/Remove Students from Active Appointment Campaign

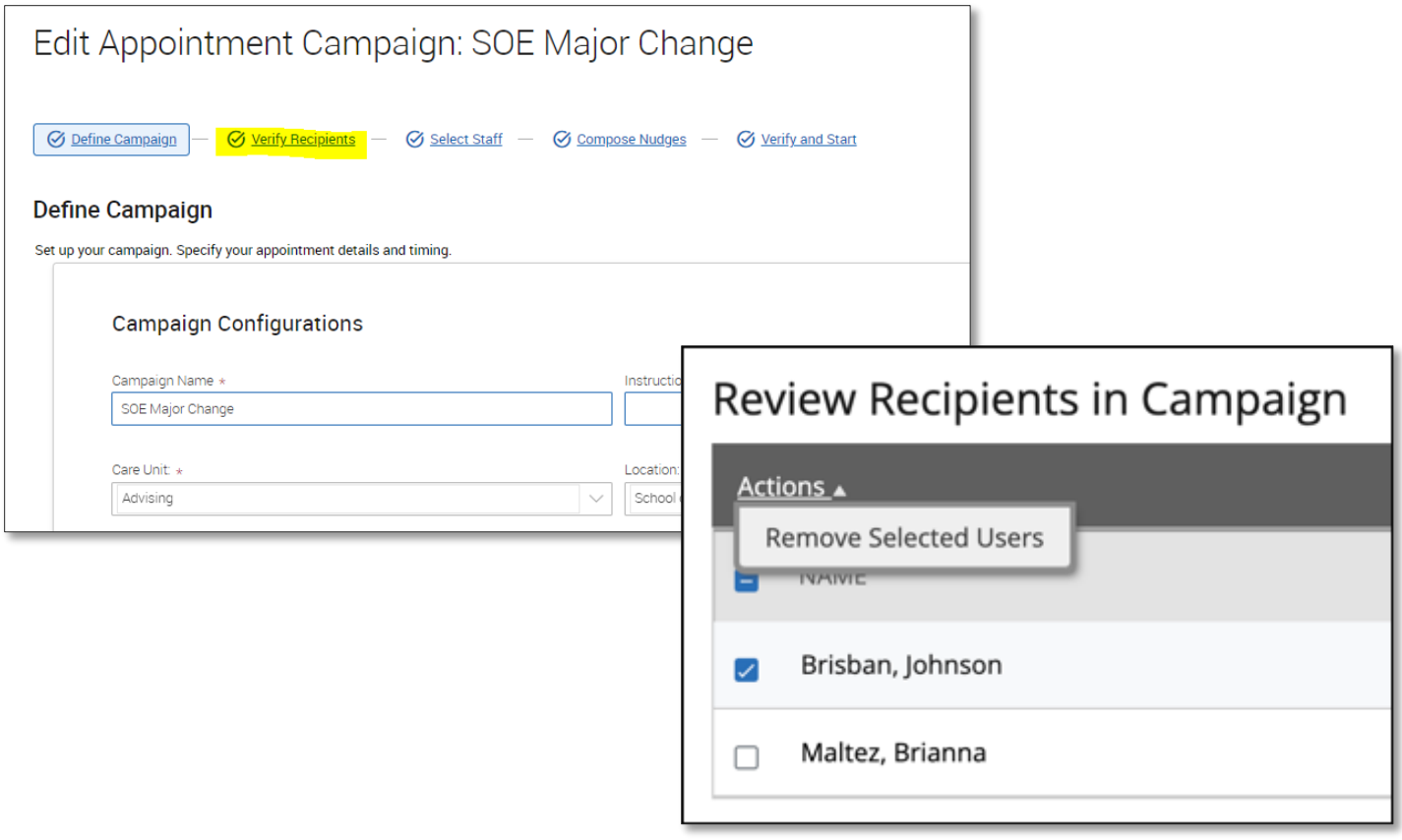
REMOVING Students from a Campaign

1. Open the campaign where you want to remove students and select **Edit Campaign Details**.



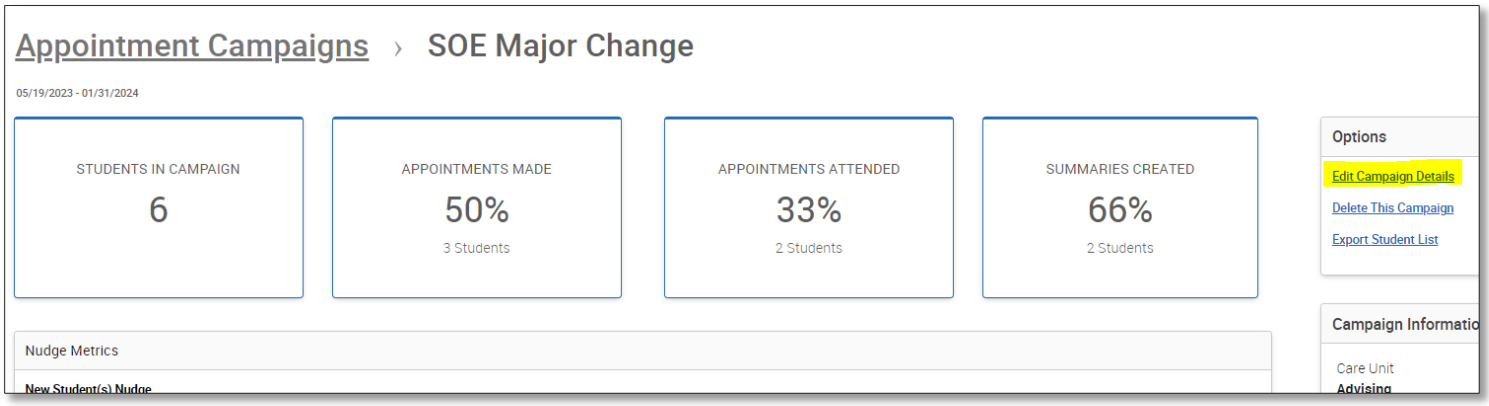
2. When you reopen your campaign, click the **Verify Recipients** link at the top to view the current list of recipients that have already been invited.

   To remove students from the campaign, check the box in front of the student's name and open the **Actions** menu. Choose **Remove Selected Users**, then **Save and Exit** to keep the current campaign settings as is.



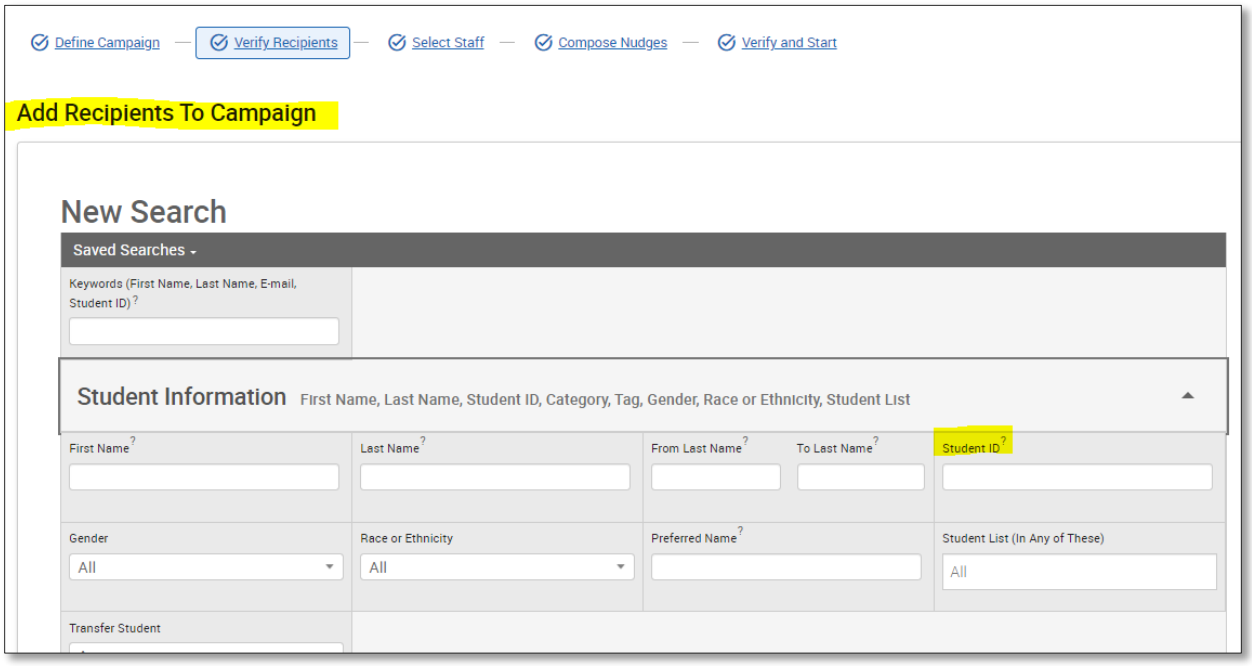
ADDING Students to a Campaign

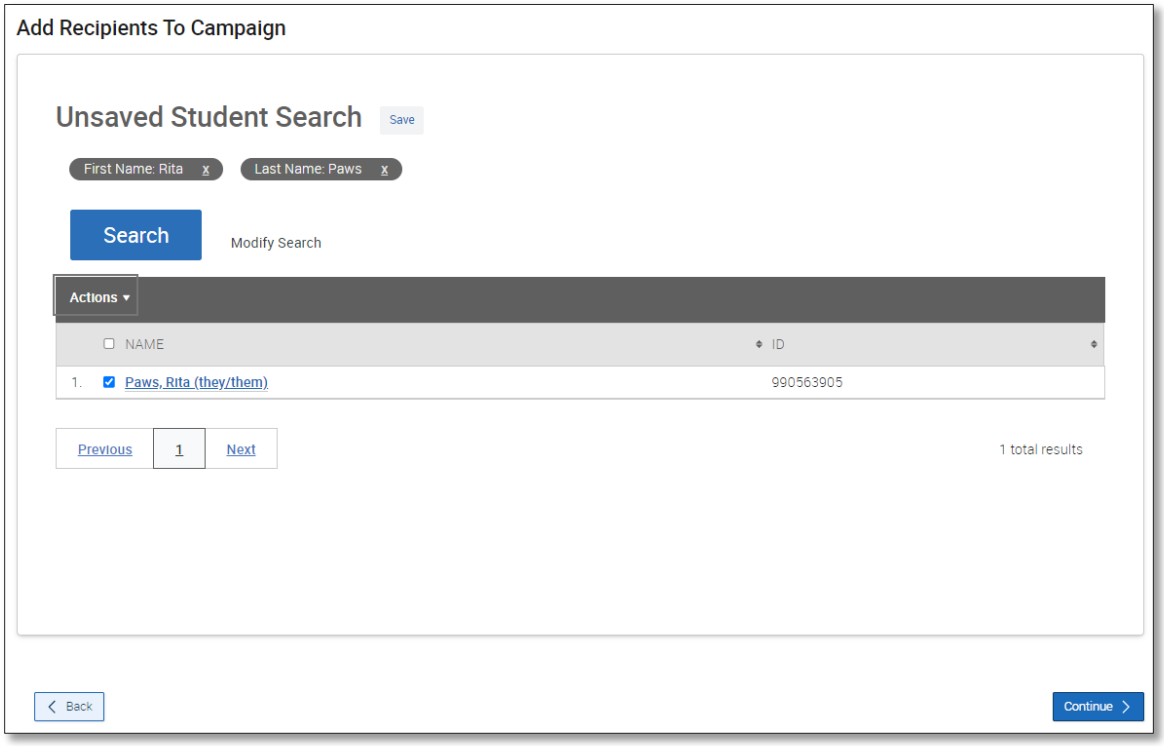
1. Open the campaign where you want to add students and select **Edit Campaign Details**.



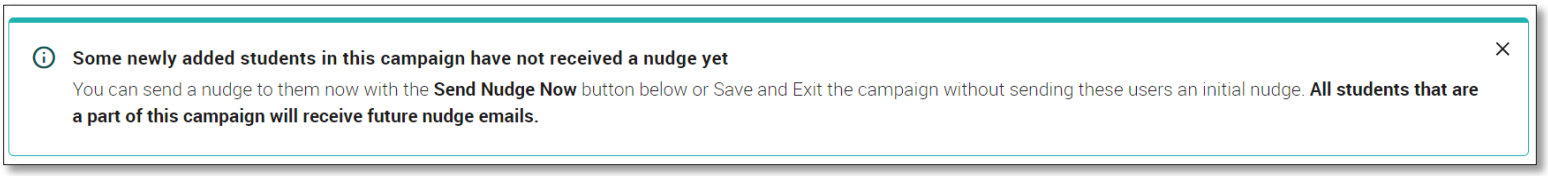
2. When you reopen your campaign, click the **Verify Recipients** link at the top to view the current list of recipients that have already been invited. To add students to the campaign, select **Add More Recipients**, below the list on the left-hand side.

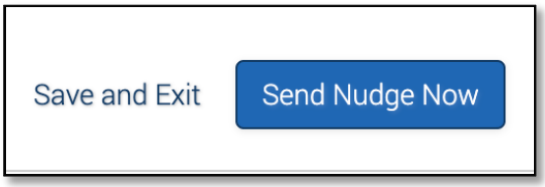
3. The **Advanced Search** space will open, where you add more students. Follow the same method you would use when creating a campaign to add the student(s), followed by reviewing the newly added recipients. Then click **Continue** until you reach the **Verify and Start** page, unless you would like to compose or edit your current nudges.



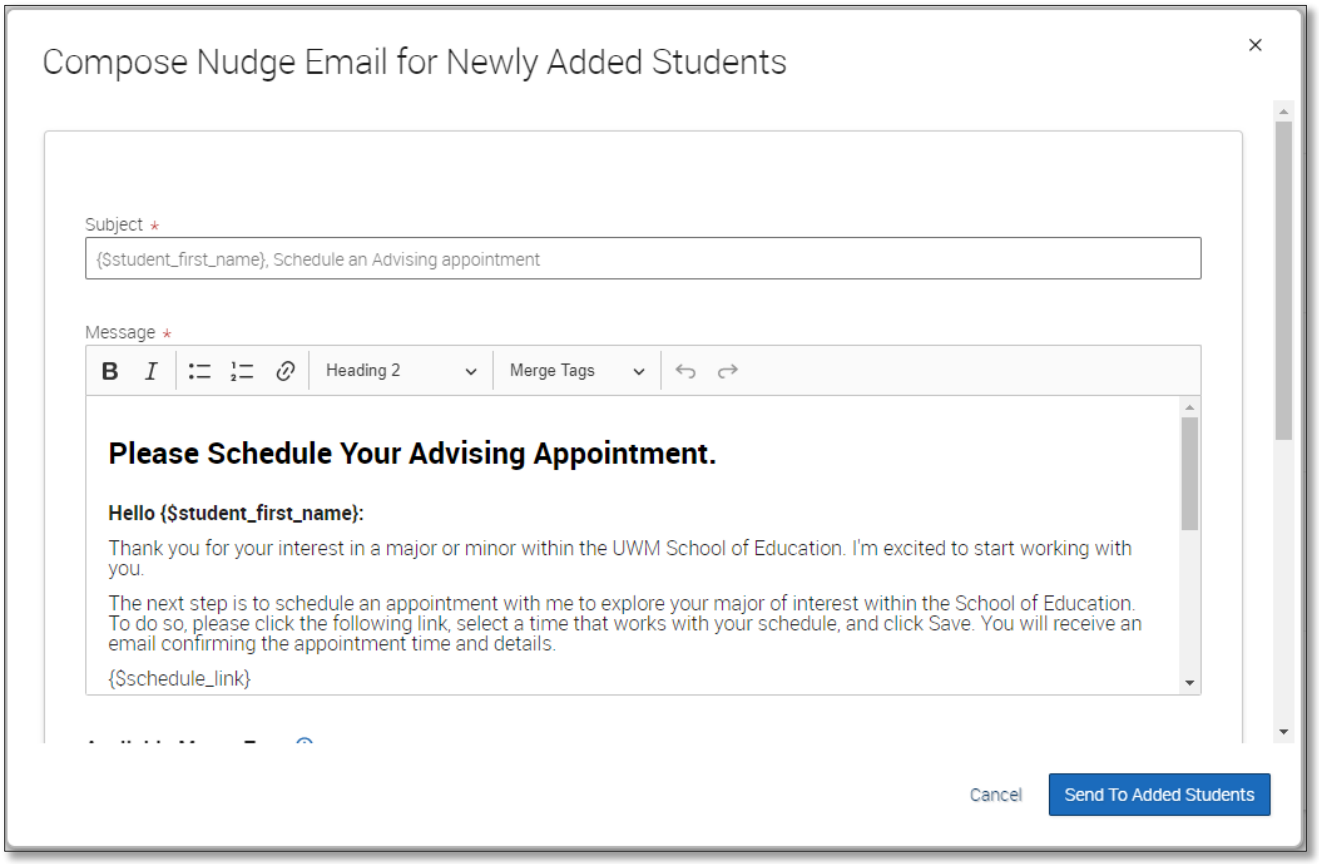


3. If the campaign has already launched, you will see a popup note on the **Confirm & Send** page to use the **Send Nudge Now** button to immediately send the new students a nudge.





4. Click **Send Nudge Now** to send your first scheduled nudge to the new students in your campaign. Another popup window will open with the first nudge's content, pre-populated. Adjust the nudge message for newly added students if necessary. Then, click **Send to Added Students** to send them the first nudge. When you add students to a campaign that has already been sent, you should see an option to **send to all** or **only send to newly added recipients** before saving.



NOTE: Other scheduled nudges that haven't been sent will also be sent to those newly added students without having to perform any other actions. Appointment Campaign links are individual to each student, so you cannot forward them.

RELATED ARTICLES FROM THE NAVIGATE360 HELP CENTER

To access the Navigate Help Center articles, you must first go into Navigate360 > Help > Explore Help Center and keep it opened in a tab.

- Overview of Appointment Campaigns
- Launching an Appointment Campaign
- Overview of My Availability
- Appointment Campaign FAQ & Troubleshooting