How to Add a Student to an Existing Campaign

1. Click the Campaign icon on the left side of the screen and select the campaign that you want to edit.

2. Under Options click Edit Campaign Details

3. Click on the Edit option next to Student Select

4. Scroll down and click on Add More Students at the bottom of the screen

5. Use Advanced Search to select more students and click Search

6. Click on the box next of the student or students that you want to add to the campaign

7. Open the Actions button and select Add Selected Users and Search For More before clicking on Continue
8. Select Confirm & Send at the top of the screen

Define Campaign › Review Students › Add Staff › Compose Message › Confirm & Send

9. Clicking the Send button, will bring up three options. Click Invite Only New Students. This will only send an invitation to the student or students added to the campaign.