How to Remove a Student from a Campaign

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

2. Under Options click Edit Campaign Details.

3. Click on the Edit option next to Student Select.

4. Select the student or students that you want to remove from the campaign.

5. Under Actions, select Remove Selected Users and click Continue.

6. Select Confirm & Send at the top of the screen.
7. Clicking the Re-send button. This will bring up the option to cancel or to resend the invitations to anyone who has not yet scheduled an appointment. You can click cancel and it will remove the students from the campaign without resending the campaign invitations to the students.

Invitations have already been sent to these students. Would you like to re-send invitations to those who have not scheduled their appointments?

| Cancel | Resend Invitations |