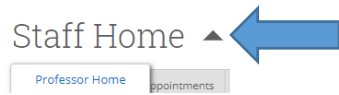# Appointment Campaigns
Managing Appointment Campaigns in Nanook Navigator

How to send a reminder to students with no appointment

1. Go to your "Staff Home" role

Staff Home ▲
Professor Home   ppointments

2. Click on the Campaigns icon on the left-side panel

3. Click on Appointment Campaigns and your active campaign

SP22 Registration DGS JS- Training

4. Check **Eligible Appointments** and associate appointments to campaign.

5. Click on the "Appointment Not Yet Made" tab

Appointments Not Yet Scheduled   ...maries Cr   **Eligible Appointments**
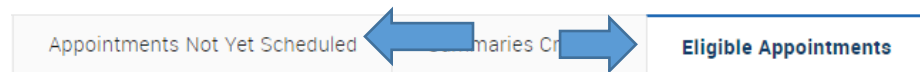
6. Click the checkboxes near all of the students you wish to send a text nudge to, or use the select all check box.

7. Click "Actions" and then click send message

Actions ▲
Resend Appointment Request
Send a Message
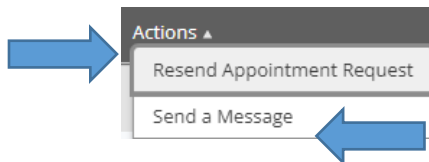
8. Click Text. Send a text to each student prompting them to schedule an appointment today. Texting policy & texting handouts

"Hi! This is Jess your advisor. Log in at https://uaf.navigate.eab.com/app/ to schedule a registration appt. today!"

Eligible Appointments

(**NOTE:** In order to be considered an Eligible Appointment, the student must be part of the campaign and their appointment must be for the same service & location as the campaign.

1. Click on your active appointment campaign.
2. Click on the Eligible Appointment tab.
3. Check the box next to each student name or select all and click "actions".
4. Click "associate appointments" to add these students to your campaign data.

Appointments Not Yet Scheduled   Summaries C   **Eligible Appointments**
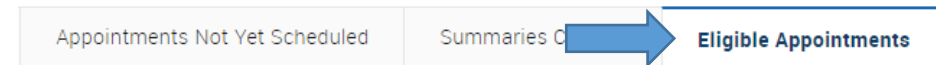
This grid will display all eligible appointments that have been scheduled outside of the campaign link. Eligible appointments only include appointments containing the same location, service, and s... selected when creating the campaign.

	INDEX	DATE	STUDENT	ORGANIZER	SERVICES / COURSE
Actions ▲					
Associate Appointments					
☑	1	0 4:00pm AKT	M B	K	Registration

NANOOK
NAVIGATOR

Appointment Campaigns

How to add more students to an active campaign

1. Go to your "Staff Home" role
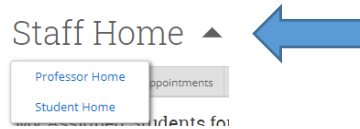
    Staff Home ▲
    Professor Home
    Student Home

2. Click on the Campaigns icon on the left-side panel

3. Click on Appointment Campaigns and your campaign

    SP22 Registration DGS JS- Training

4. Click on Edit Campaign Details (right side)

    Options
    Edit Campaign Details

5. Click on Verify Recipients

    ⊘ Define Campaign — ⊘ Verify Recipients — ⊘ Select Staff
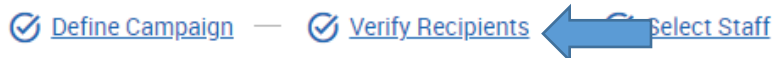
6. Click on "Add more recipients"
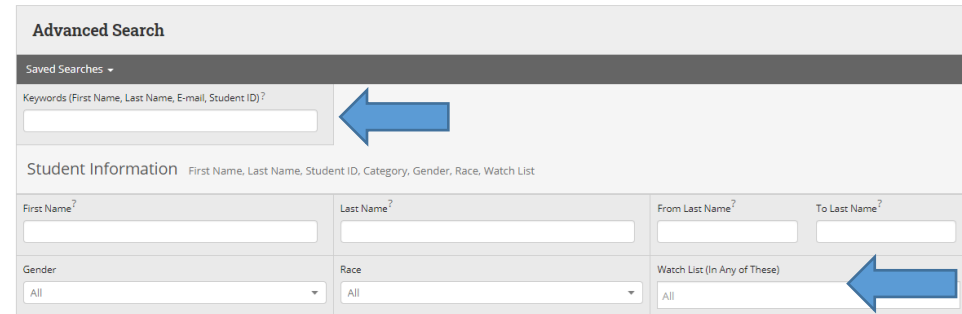
    Add More Recipients

Add more students to an active campaign, continued

7. If you are adding one student you can enter their student ID in the Keywords box and then scroll to the bottom and click search.
8. You can also add students through student lists or running any search criteria and then click search.

    Add Students To Campaign

    Advanced Search

    Saved Searches ▾

    Keywords (First Name, Last Name, E-mail, Student ID)

    Student Information   First Name, Last Name, Student ID, Category, Gender, Race, Watch List

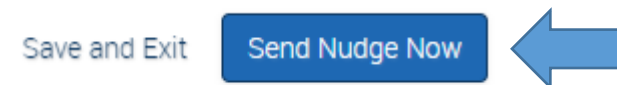   First Name   Last Name   From Last Name   To Last Name

    Gender   Race   Watch List (In Any of These)
    All   All   All

9. Check the boxes for the students you wish to add or the "all" box

    ☐ ALL   STUDENT NAME
    ☑   1   Skipper, Jessica

10. Click continue through all screens until Verify and Start Page
11. Click "Send Nudge Now"

    Save and Exit   **Send Nudge Now**

7. Compose your nudge to the newly added students. Do not remove the schedule link merge tags. Click "send to added students".

    Send To Added Students