*Create Availability before creating your campaign

From your Staff Home, choose from the side menu or Appointment Campaigns under Quick Links.

Under Actions choose I want to create a new Appointment Campaign.

Fill out each box and choose Continue (Notes: Service and Dates must match your availability).

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.
Add students to your campaign by choosing Add My Assigned Student to Campaign, searching for your students using the filter or choosing a previously made Student List, and click **Search**.

Add Students To Campaign

Add My Assigned 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, Tag, Gender, Race, Student List

Select the students you wish to add. Click **Actions** and **Add Selected Users and Search for More** and click **Continue**.

Review your students and click **Continue**.

Click the box next to your name (if you do not see your name, make sure you have set up your availability correctly) and click **Continue**.

Add Organizers To Campaign

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Make any edits to the subject and body of the message sent to students. Do not remove anything in the brackets {}. Click **Continue**.

Compose Your Message

$(student\_first\_name), Schedule an Academic Advising appointment

**Please Schedule Your Academic Advising Appointment.**

Hello $(student\_first\_name):

Please schedule an appointment for General Advising at Behavioral, Social & Health Sciences Advising. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

$(schedule\_link)

Thank you!

Available Merge Tags:
- $\{student\_first\_name\}$ inserts the student's first name
- $\{student\_last\_name\}$ inserts the student's last name
- $\{schedule\_link\}$ inserts a link to schedule the appointment

Add Attachment:

![Browse...](image)

No file selected.

Review your campaign details and click **Send**.

Confirm & Send

| Care Unit: | Academic Advising |
| Location: | Behavioral, Social & Health Sciences Advising |
| Service: | General Advising |
| Start Date: | 12/02/2021 |
| Appt Length: | 20 minutes |
| Appt Limit: | 1 |
| End Date: | 12/17/2021 |
| Slots Per Time: | 1 |
| Organizer Attendee Reminders: | ![ ](image) E-mail, ![ ](image) SMS |
| Non Organizer Attendee Reminders: | ![ ](image) E-mail, ![ ](image) SMS |

| Subject | $(student\_first\_name), Schedule an Academic Advising appointment |

| Email Preview | View |
| Invitees: | View All (17) |
| Included organizers | View All (1) |

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