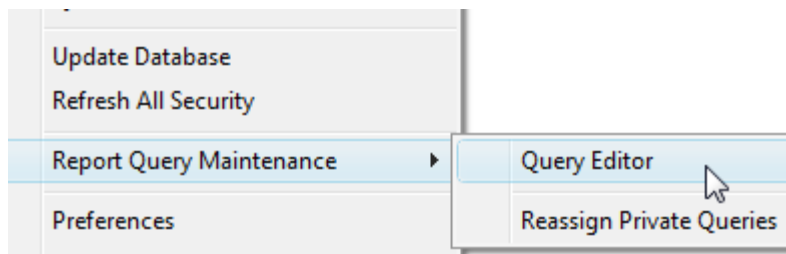
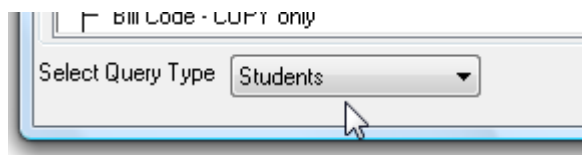


How do I set up a query to send broadcast emails to parents with financial aid?

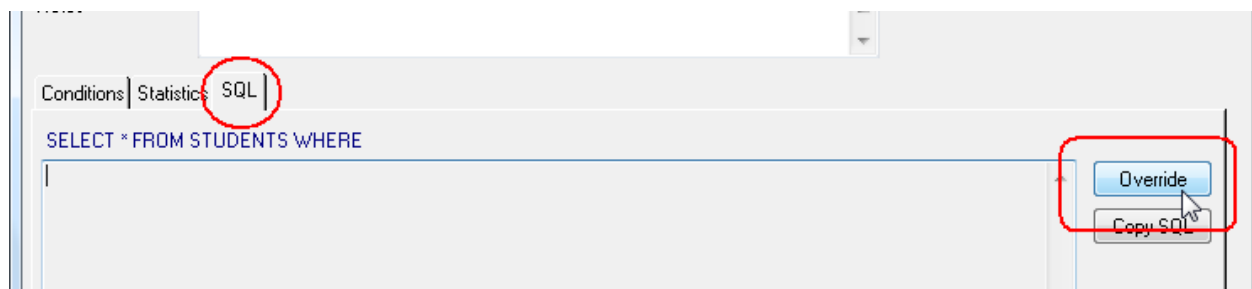
Schools that want to send a Broadcast Email to parents whose students have Financial Aid can do this by setting up a query in System Administration – File – Report Query Maintenance – Query Editor.



Query Type should be Students.



Create your query and click on the SQL tab and then the Override button.



Type the following into the window...

```
AR_GROUP = 'Student' and ID in (select ID from AR_STUDENT where  
FIN_AID_AMT > 0)
```

Save your Query.

In MBP – Admin – Email – Student Parent – Advanced – open the Queries folder and locate your query.

Send Broadcast Email - Select Recipients

Student/Parent | Constituent | Admissions | Faculty

Step 1: Select Recipients for Email Broadcast

Basic | **Advanced** | Online Billing

Student Selection Options

Select grades in the

*** Please select an existing query from the list below**

Note: Any options selected on the 'Basic Tab' will be ignored. If you need to use options from the 'Advanced Tab', please select a query from the list below.

Use Next year Information

The query you selected is:

- Queries**
 - Public (10 Public Queries)**
 - All Graduates
 - All HS Students
 - All Parents
 - All Students
 - All Withdrawn Students
 - Balance Due
 - by Section
 - Faculty-Staff Children
 - Financial Aid**
 - Non-Faculty/Staff Children

The school can determine the rest of the settings they want. The actual Financial Aid Amount will not be available as a Merge field.