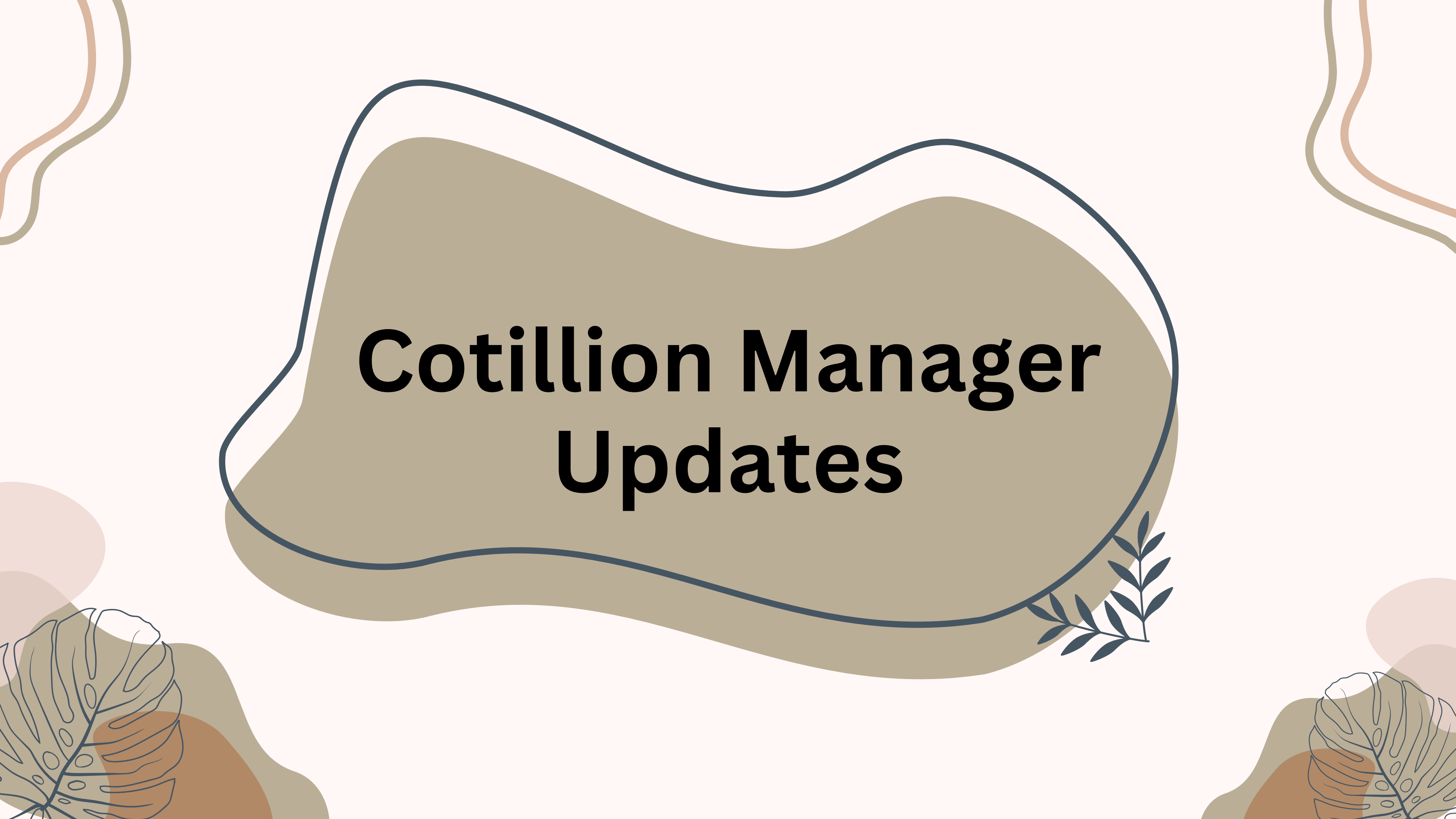


Cotillion Manager Updates

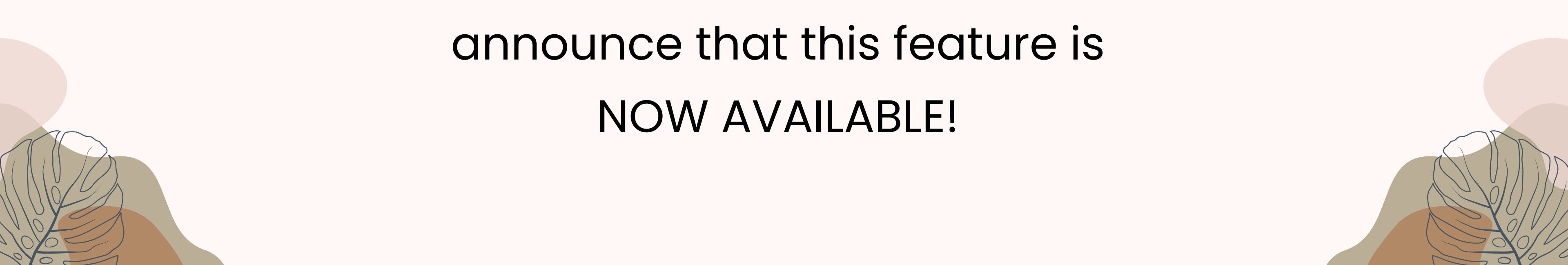


What are the new updates?



We heard your requests to have the ability to enter students'/parents' names into your subject lines and emails, and we are excited to announce that this feature is

NOW AVAILABLE!



2 Ways to Personalize

1. “Edit Setting”

TEST CHAPTER - HOPE

- [Edit public pages, View home page](#)
- [Edit settings](#)
- [Edit blog posts, Photo albums](#)
- [Student Booklet Print Request](#)

2. Email

Home > Email

MASS EMAIL

2023-2024 [archive](#)

[All None](#)

2023-2024 Test - Hope Junior Cotillion Year I
 2023-2024 Test - Hope Junior Cotillion Year I Class I A

Ladies Gentlemen Only No Photo Only Allergies

All Students

Subject:

Message:

B I [Text formatting icons]

Type something

****Please note that adding the personalization in one of these sections of Cotillion Manager DOES NOT add it in the other.****

TEST CHAPTER - HOPE

- [Edit public pages, View home p](#)
- [Edit settings](#)
- [Edit blog posts, Photo albums](#)
- [Student Booklet Print Request](#)

“Edit Settings”

As most of you know this is the section of Cotillion Manager where you can set email responses for various reasons.

What's New?

- To have the email display the student's salutation type {{STUDENT_SALUTATION}}
- To have the email display the student's first name type {{STUDENT_FIRST}}
- To have the email display the student's last name type {{STUDENT_LAST}}

** please note this works the same for the parents' names and salutations as well**

For Example

After Registration Thanks Email

B *I* ¶ ☰ ☰ ☰ 🔗 🖼️ 📺

Dear {{PARENT_NAME}},

~~Thank you for registering~~ your child with the National League of Junior Cotillions. We have received your registration form and have begun the process of enrolling your student. We accept tuition payments by paypal or personal check. If you have not done so already, please be sure to submit your tuition payment (whether partial or full) as soon as possible so that we may complete your registration and reserve your child's spot. We fill classes on a first-come, first-serve basis and require both payment and registration form for enrollment. This is a test.

If you have any questions regarding enrollment, payment, or the registration process in general, please feel free to contact me at {{DIRECTOR_EMAIL}} or {{{CHAPTER_PHONE}}}. This is a test. I hope this works

I invite you to visit our website at {{CHAPTER_SITE}} for further information on our local chapter. On that site, you will also find the link to our national website (www.nljc.com) where you can learn more about the National League of Junior Cotillions. You will find recent news, cotillion information, social dance videos, and much more. We even have an Etiquette Blog with answers to many of your etiquette questions.

We have such an exciting season planned and truly look forward to another great year of etiquette, dancing, and fun!

After Registration Waitlist Email

B *I* ¶ ☰ ☰ ☰ 🔗 🖼️ 📺

Dear {{PARENT_NAME}},

Thank you for your interest in enrolling your student with the National League of Junior Cotillions. The class you have selected is currently full, however, your student has been placed on a wait list for enrollment. Many of our waitlisted students are enrolled by the time classes begin. As soon as a spot becomes available, your student will be enrolled and you will be notified by email.

If you have any questions regarding the wait list procedure or your student's status, please do not hesitate to call or email.

For Example

After Registration Waitlist Email

B <i>I</i> ¶ ☰ ☷ ☹ ☺ 🔗 🖼️ 🎥
Dear {{PARENT_NAME}},
Thank you for your interest in enrolling your student with the National League of Junior Cotillions. The class you have selected is currently full, however, your student has been placed on a wait list for enrollment. Many of our waitlisted students are enrolled by the time classes begin. As soon as a spot becomes available, your student will be enrolled and you will be notified by email.
If you have any questions regarding the wait list procedure or your student's status, please do not hesitate to call or email.

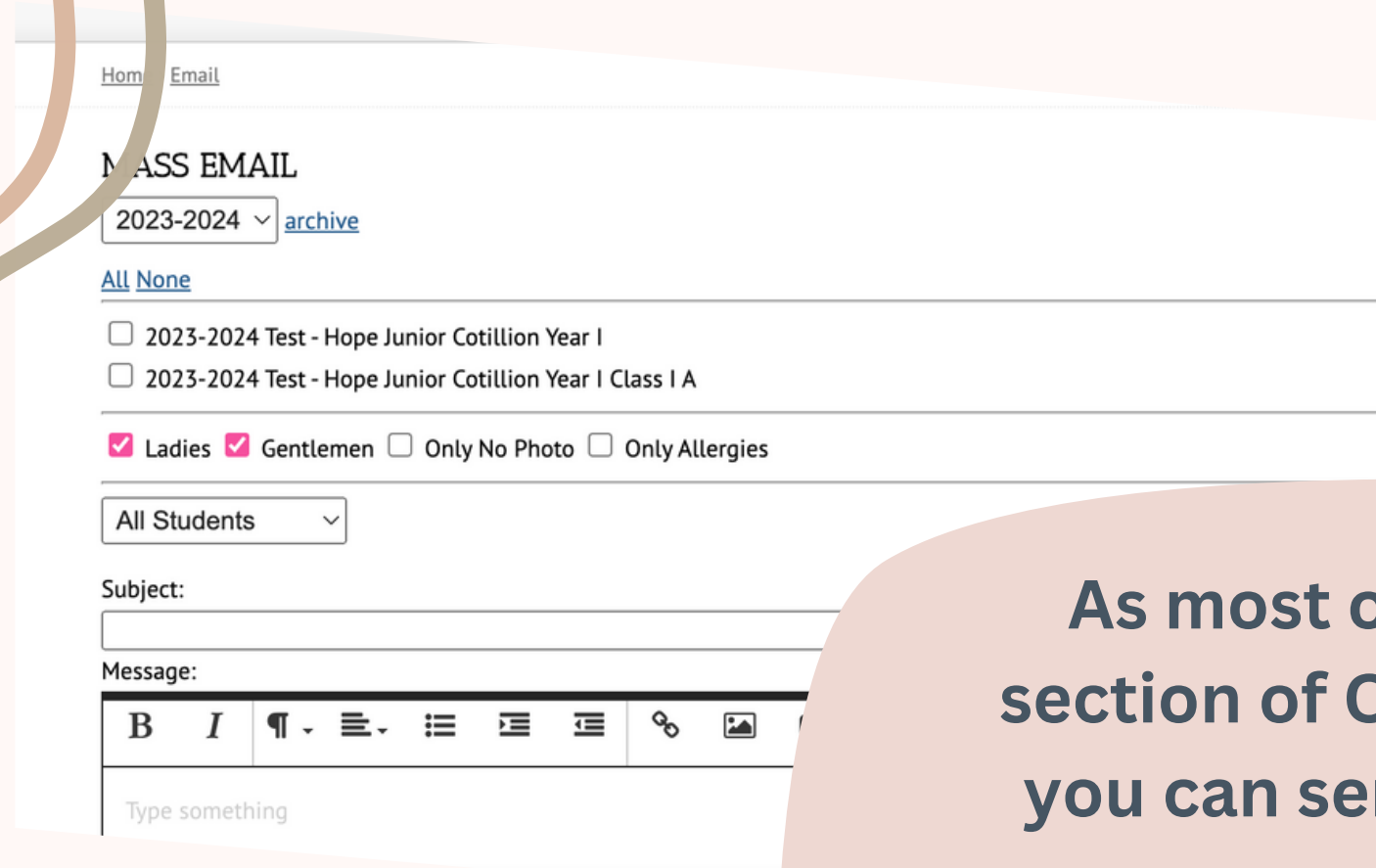
Template for PARENTS_NAMES tag

B <i>I</i> ¶ ☰ ☷ ☹ ☺ 🔗 🖼️ 🎥
{{PARENT_NAME}}

Template for STUDENTS_NAMES tag

B <i>I</i> ¶ ☰ ☷ ☹ ☺ 🔗 🖼️ 🎥
{{STUDENT_NAME}}

Email



The screenshot shows the 'Email' section of the Cotillion Manager interface. At the top, there is a 'Home' link and an 'Email' header. Below this, the text 'MASS EMAIL' is displayed. A dropdown menu shows '2023-2024' with an 'archive' link next to it. Underneath, there is a link for 'All None'. A list of checkboxes includes '2023-2024 Test - Hope Junior Cotillion Year I', '2023-2024 Test - Hope Junior Cotillion Year I Class I A', 'Ladies' (checked), 'Gentlemen' (checked), 'Only No Photo', and 'Only Allergies'. A dropdown menu is set to 'All Students'. Below these are fields for 'Subject:' and 'Message:'. The message field has a rich text editor toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, link, and image. The text 'Type something' is visible in the message field.

As most of you know this is the section of Cotillion Manager where you can send mass emails to your chapter.

What's New?

- To have the email display the student's salutation type `{{STUDENT_SALUTATION}}`
- To have the email display the student's first name type `{{STUDENT_FIRST}}`
- To have the email display the student's last name type `{{STUDENT_LAST}}`

You must type the new tag into the body of the email.

For Example

MASS EMAIL

2023-2024 [archive](#)

[All None](#)

- 2023-2024 Test - Hope Junior Cotillion Year I
- 2023-2024 Test - Hope Junior Cotillion Year I Class I A

Ladies Gentlemen Only No Photo Only Allergies

All Students

Subject:

Message:

B *I*

We loved having your student, **[[STUDENT_FIRST]]**, with us in class!

Preview

More Tags (Parents' Names)

- Parent's salutation: {{PARENT_SALUTATION}}
- 2nd parent's salutation: {{PARENT1_SALUTATION}}
- First parent's name (First **OR** last): {{PARENT_FIRST}} OR {{PARENT_LAST}}
- First parent's full name (First **AND** Last): {{PARENT_NAME}}
- Second parent's name (First **OR** Last): {{PARENT1_FIRST}} OR {{PARENT1_LAST}}
- Second parent's full name (First **AND** Last): {{PARENT1_NAME}}

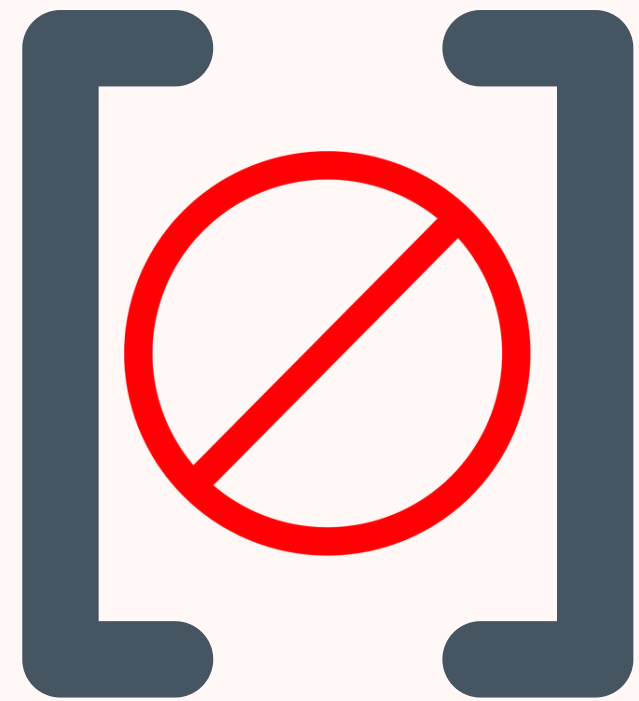
Please note as of last week, MoonRay added the Salutation feature to the online registration.

More Tags

- Street address: `{{ADDRESS_STREET}}`
- City address: `{{ADDRESS_CITY}}`
- Zip code: `{{ADDRESS_ZIP}}`

- Class name: `{{CLASS_NAME}}`
- Class time: `{{CLASS_TIME}}`

Important Note



Bracket

vs.



Braces

You MUST use braces {} when typing out the tag you wish to implement into your email. Please ensure that you are not accidentally using brackets []. This is a common mistake as only a simple release of pressing down the shift key will result in brackets instead of braces.



*Thank
You*

If you have any questions or
concerns, please reach out to
hope.sprinkle@nljcmail.com

