Phase 0-Admin Role-How to send email reminders in iMatch system

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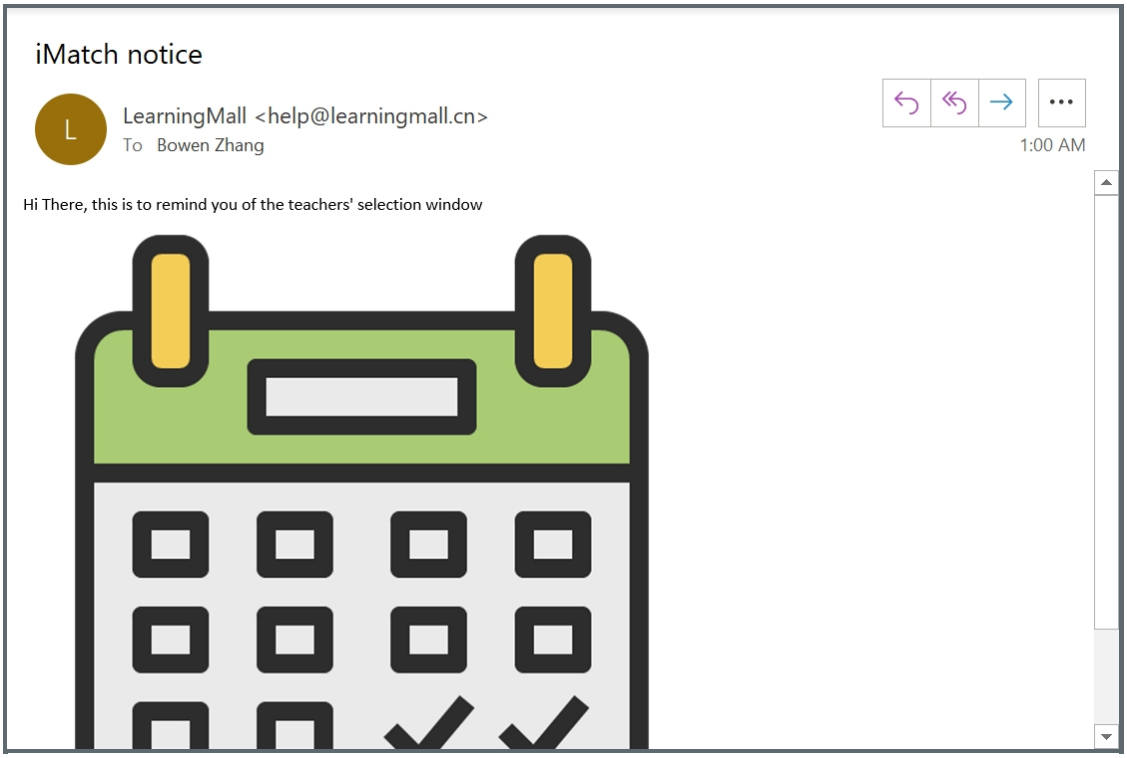

An example of a reminder email from iMatch

Overview:

This guide will walk you through the process of setting up reminder emails for both students and teachers, based on the scheduled window time.

What to know:

To ensure students and teachers receive these reminders, the users data must be uploaded and maintained by the Admin role in advance.

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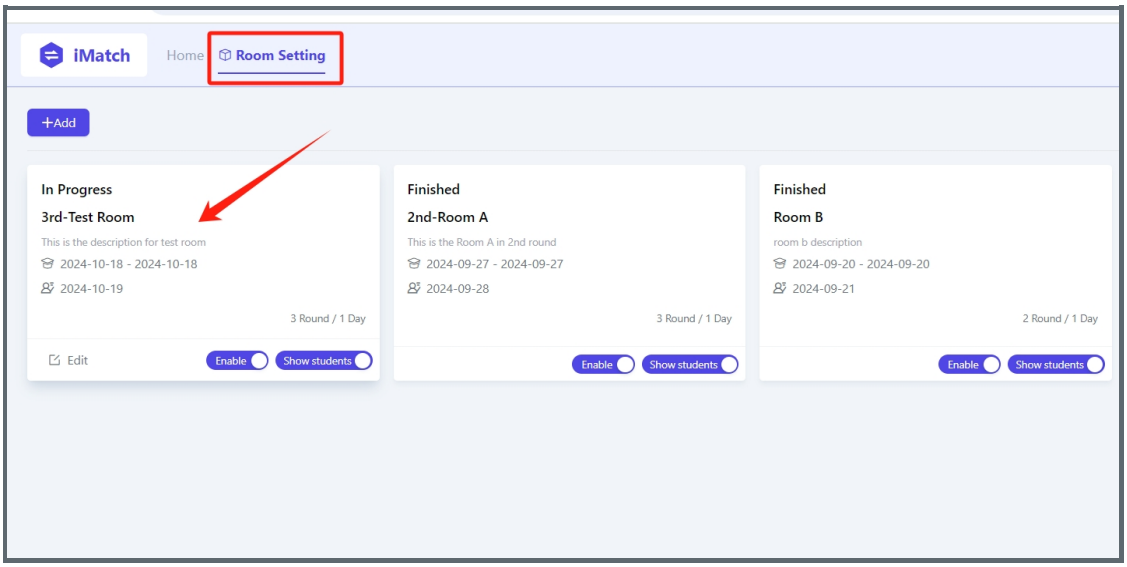
Step 1: Locate the room

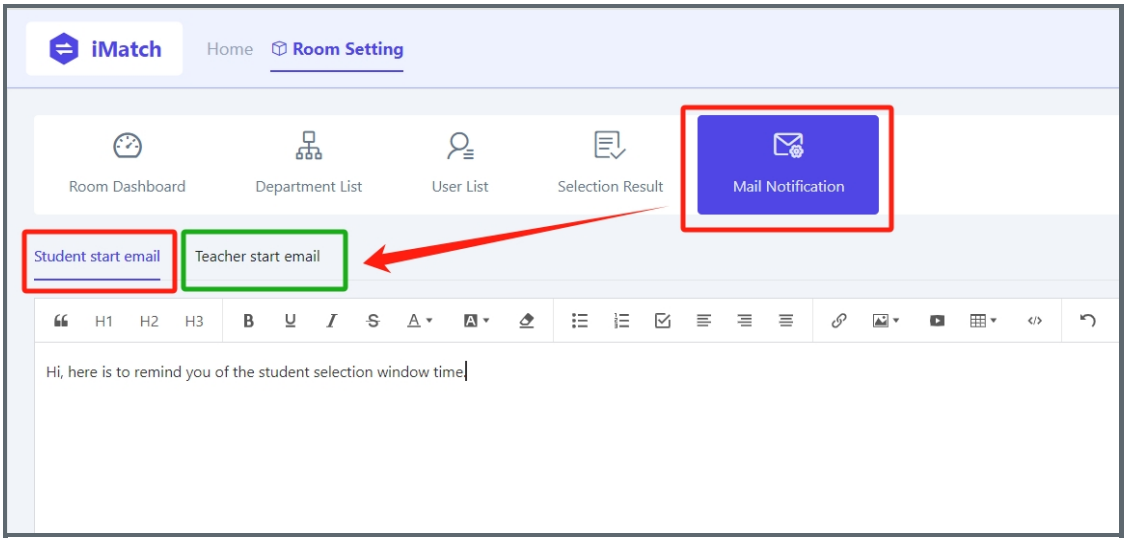
In "Room settings" tab, navigate to the correct room / selection projects.

Usually, the Admin role will have created several selection projects aimed at different target users. Please make sure to locate the correct room / selection projects.

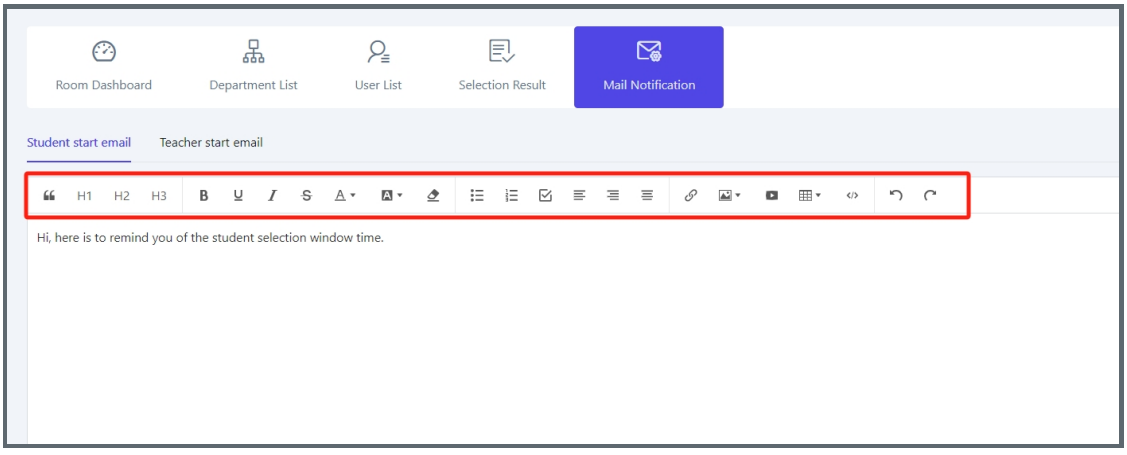


Step 2: Edit the reminder email

Under the "Mail Notification" tab, you can set up reminder emails for both students and teachers groups via different navigation tabs.

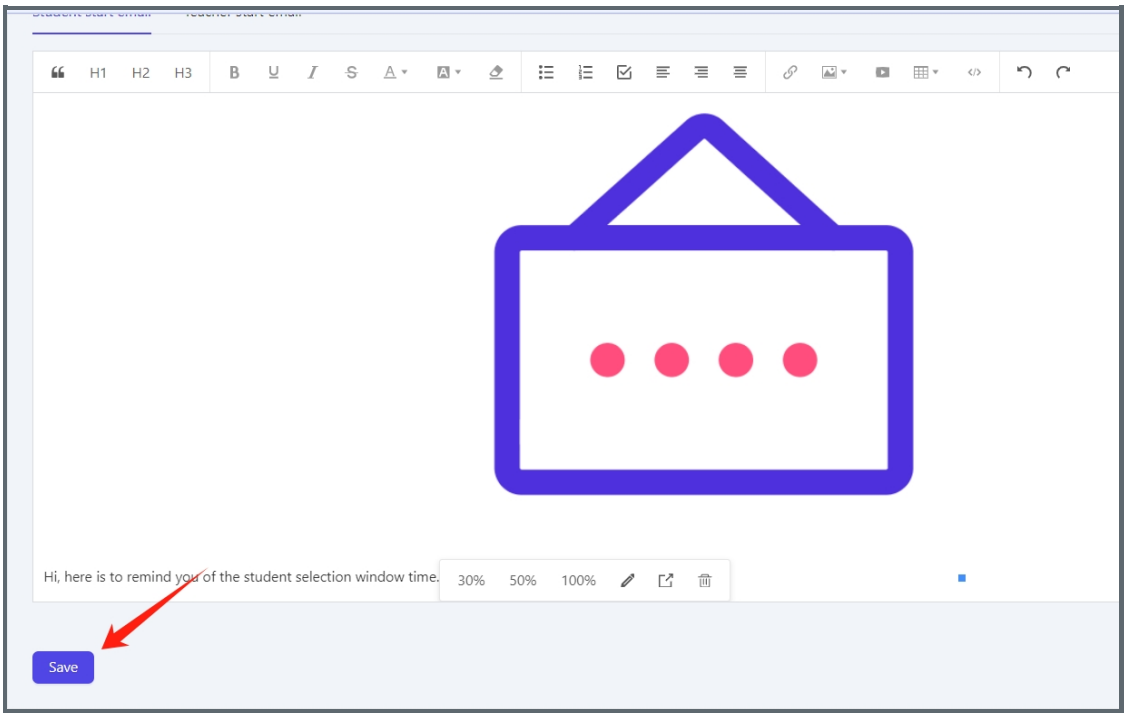


In the rich text area, you can input a variety of information forms, including text, images, hyperlink etc.



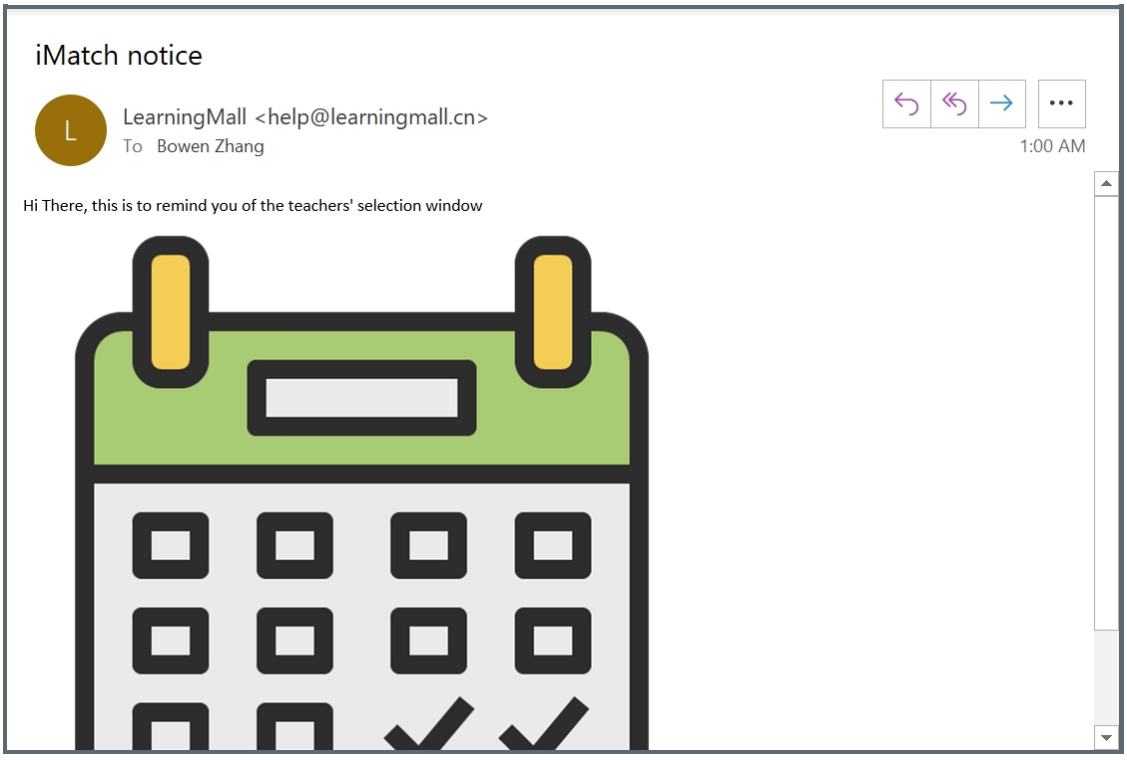
Step 3: Save the message

Once you've finished editing, scroll down to the bottom of the page and save the update.



Step 4: Automatic reminder to students and teachers.

Students will then receive reminder emails on the morning of students selection start date, while teachers will receive reminders on the morning of each selection round.



Tips:
Please make sure these email reminder settings should be established before the student selection window time.

Next steps:

Now that you have finished the configurations for a selection project. It is time to remind the teachers to maintain their profile before students selection.

1. How to maintain the teachers profile.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/phase-0-admin-role-how-to-send-email-reminders-in-imatch-system-392.html