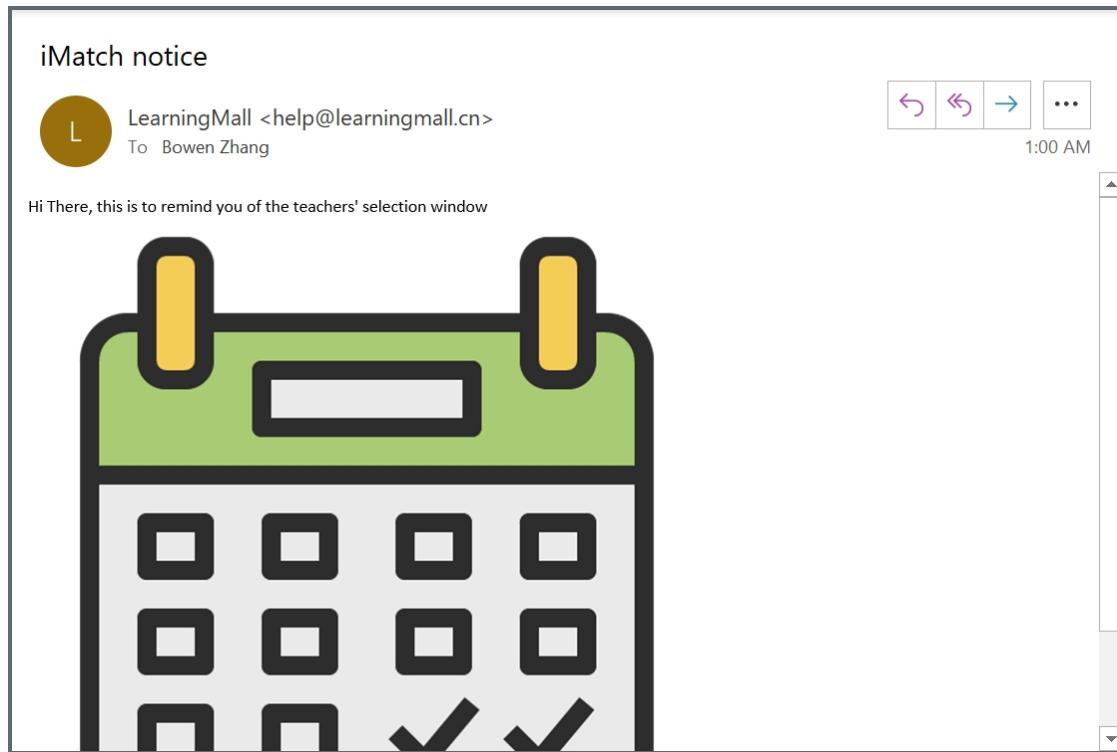


Phase 0-Admin Role-How to send email reminders in iMatch system

392 Bowen Zhang Thu, Oct 24, 2024 Guides for Staff

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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.

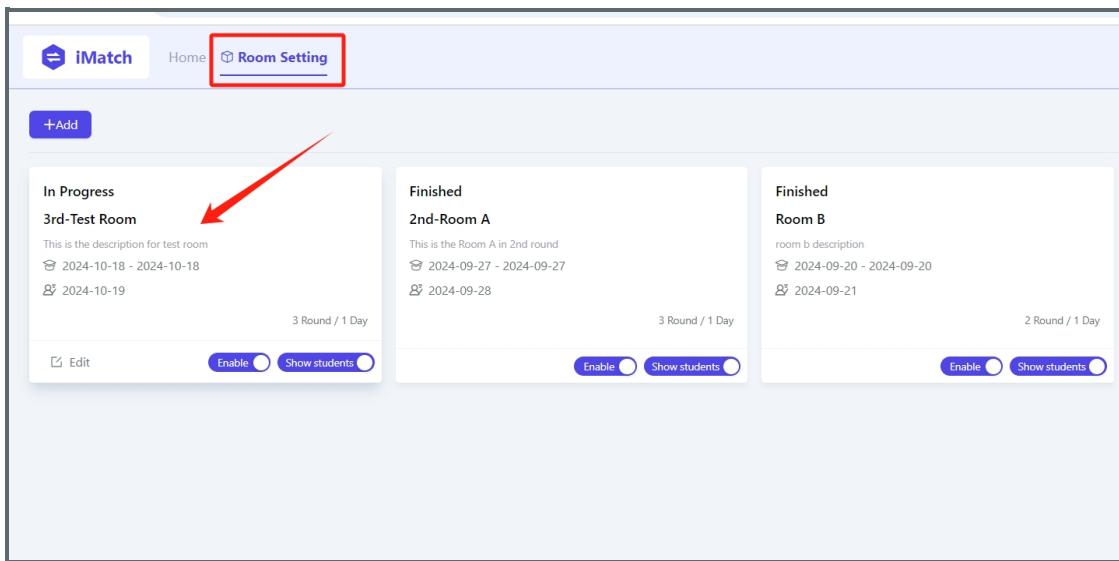
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Step 1: Locate the room

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

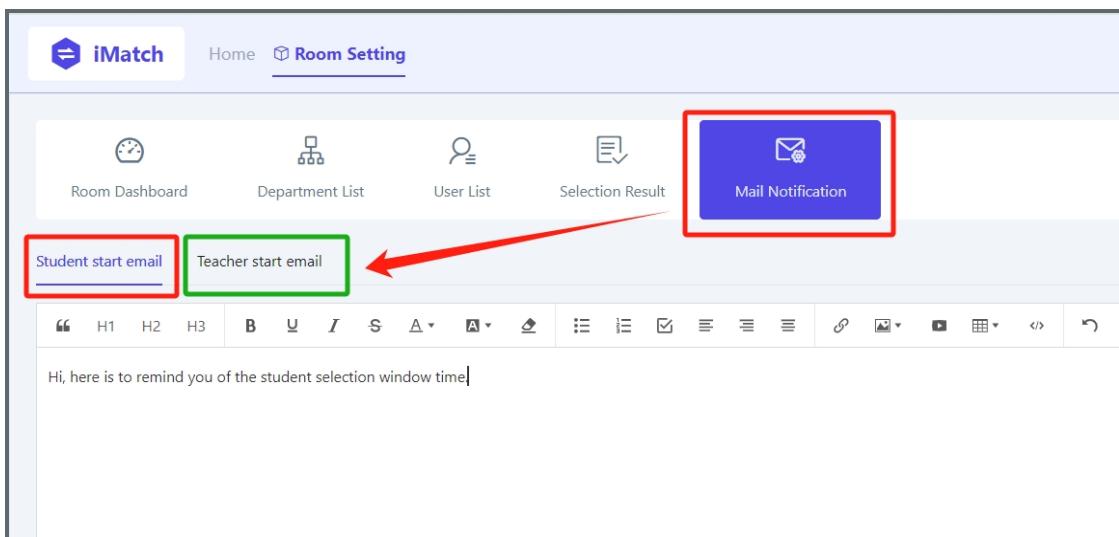
Usually, the Admin role will have created several selection projects aimed at different target users. Please make sure to locate the correct room / selection projects.



The screenshot shows the 'Room Setting' page of the iMatch platform. It displays three room cards: '3rd-Test Room' (In Progress), '2nd-Room A' (Finished), and 'Room B' (Finished). Each card includes a description, date range, and duration. Buttons for 'Edit', 'Enable', and 'Show students' are present. A red arrow points to the '3rd-Test Room' card.

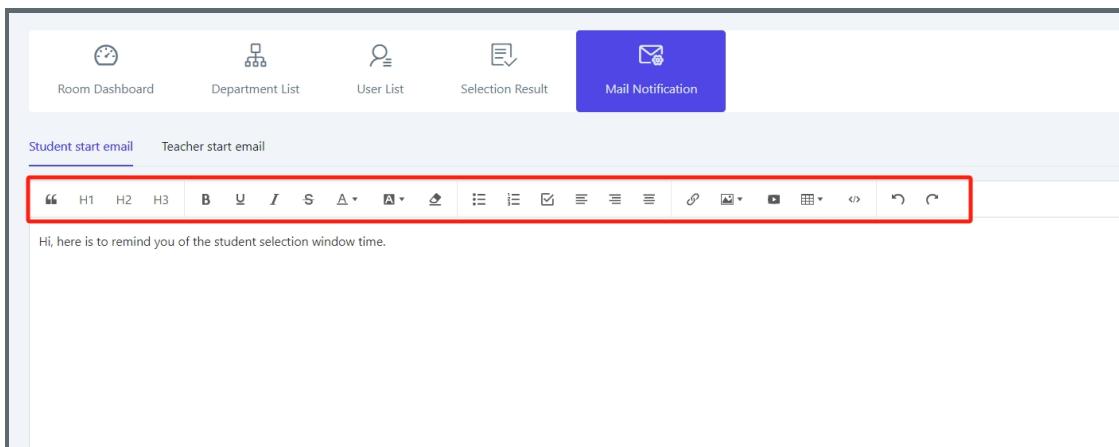
Step 2: Edit the reminder email

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



The screenshot shows the 'Mail Notification' tab of the iMatch platform. It includes navigation tabs for Room Dashboard, Department List, User List, Selection Result, and Mail Notification. Below these are two buttons: 'Student start email' and 'Teacher start email'. A red box highlights the 'Mail Notification' button. A red arrow points from the 'Teacher start email' button to the rich text editor area, which contains the text 'Hi, here is to remind you of the student selection window time|'.

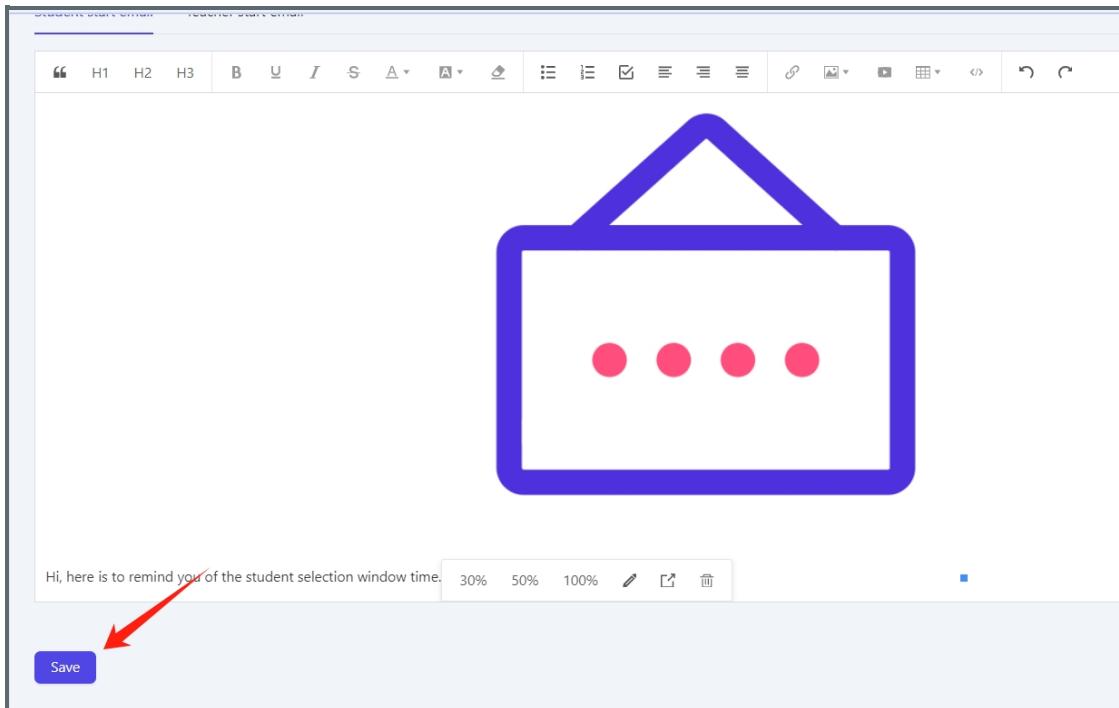
In the rich text area, you can input a variety of information forms, including text, images, hyperlink etc.



The screenshot shows the rich text editor area of the iMatch platform. It features a toolbar with various formatting options like H1, H2, H3, B, U, I, S, and a red box highlighting the toolbar. Below the toolbar is a text area containing the message 'Hi, here is to remind you of the student selection window time.'.

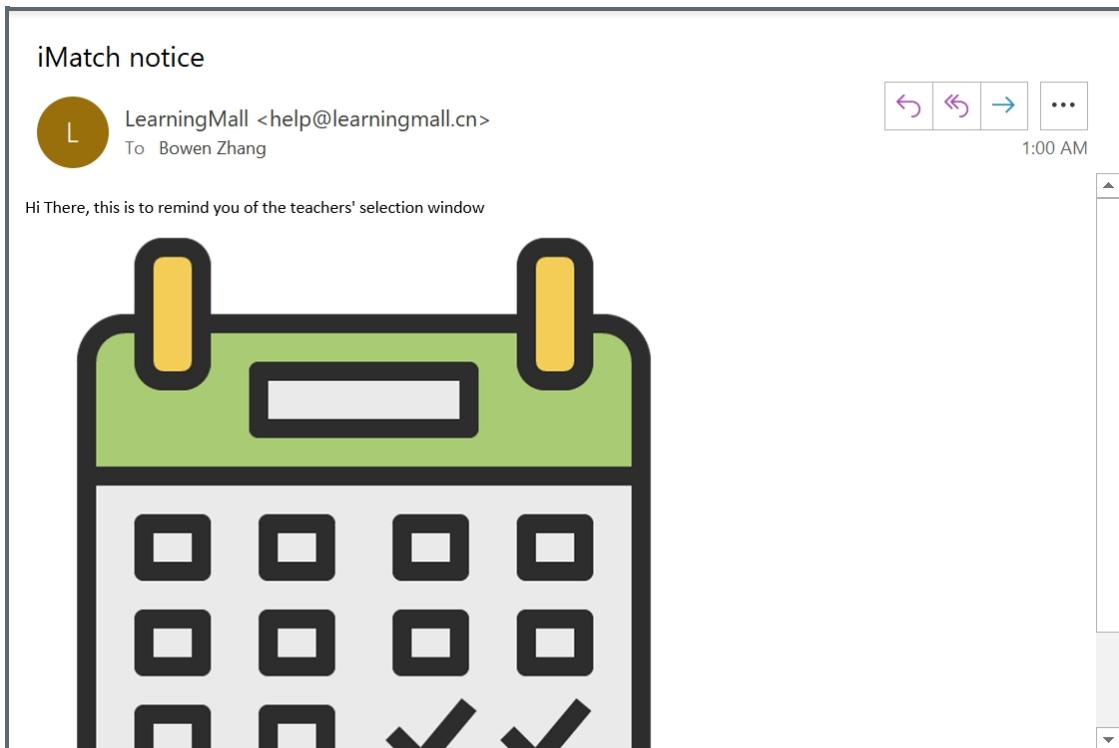
Step 3: Save the message

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.xjtu.edu.cn/article/phase-0-admin-role-how-to-send-email-reminders-in-imatch-system-392.html>