

Broadcast Messaging

Welcome to ACEMAPP! In this video, we will walk you through how to send broadcast messages to students and faculty in ACEMAPP.

If you have questions or would like more information, you may view our Help Desk or you can contact ACEMAPP Support.

From your home screen, select the "Members" tab, and choose the appropriate member type you want to message in the Affiliation column. If you would like to send a message to all students/faculty assigned to the rotation, then you can go to your Students/Faculty by Rotation table and enter in the specific rotation ID number in the search bar.

Next you will Click the checkboxes next to the names of the individuals you would like to message. After you have made your selections, click on "Select" and then "Email Selected". Complete the required fields including the email to reply to, the subject, and the description of the email. Click Save. You can select a file to send with the email, this is optional. If you would like to select a document go ahead and click File Manager, then select the file. If you do not want to send a document, just click Save & Continue. You will be brought to a Spam Check, click Continue. Next you will Review your list of recipients. You can remove anyone by clicking the checkbox by their name and then "Save & Continue".

Lastly, review your message and click Send Broadcast Message.

After your message has been sent, you can go to your Broadcast Messaging area and review who has opened the message and when they have opened it. We will look at how to do that next.

To review any messages you have sent you will navigate back to your home screen, click the "More" button, then click "Broadcast" from the drop-down. Here, you see a table of emails that were sent out and how many have been opened. From this table, you can also see a quick view and the Open Rate of the message. To view more details of a message, select the 'eye' icon next to the specific message. From this screen, you can see all of the members who had received the message and when it was sent. You can also see if they have opened it. If they had opened it, you can see when they opened it.

If you would like to reuse an email, you can use the eye icon to review the email, then click the Reuse this message.

If you have any questions or would like further assistance, please contact us at 844-223-4292 or you may email us at support@acemapp.org