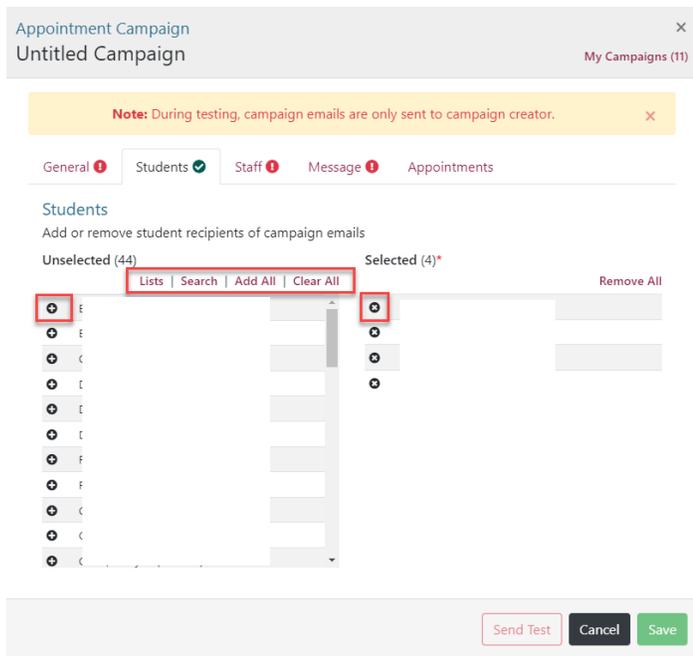


## Creating an Appointment Campaign in STARS 2.0

1. **Create a Watchlist.** The first step in preparing to create a new campaign is to consider the population of students you wish to include and to create a watchlist of those students. Doing this in advance will make setting up a new campaign much easier. You can also add students one at a time and continue to add students once the campaign launches.
2. **Creating the Campaign.** From the **Overview** tab on the **Homepage**, click the “New Campaign” link and begin the four-step process to create your campaign. After each step in the process, the  will become a 
  - a. **General** – Name your campaign and select your start and end dates. Campaigns set for the future will appear as “pending” and those with past dates as “Expired.” Current campaigns are “In-progress”. You can also select the number of appointments you will allow for each student within the campaign timeframe. The Inactive checkbox will disable the campaign and the appointment link. It will prevent any future emails and appointments within the campaign.
  - b. **Students** – Select “Lists” to find the watchlist of students you wish to include. You can also click “Search” to find individual students. Students will initially appear in the “Unselected” column on the left and must be added to the “Selected” column on the right. You can choose to “Select All” or click the “+” to add individual students. Selected students can be removed individually (click “x”) or through “Remove All.”



Appointment Campaign  
Untitled Campaign My Campaigns (11)

**Note:** During testing, campaign emails are only sent to campaign creator.

General  Students  Staff  Message  Appointments

Students  
Add or remove student recipients of campaign emails

Unselected (44) Lists | Search | Add All | Clear All Selected (4)\* Remove All

 E  
 E  
 C  
 D  
 E  
 D  
 F  
 F  
 C  
 C  
 C

Send Test Cancel Save

