

Unite Education Program v6.5

Job Aid: 5610

Send an Email Message to a Person with an Unsubmitted Application

In Unite, you can send an email to one or more people who have started but not yet submitted an application for the current admissions cycle. For example, schools often send email messages that contain application fee waiver codes or some other financial incentive to encourage people to finish and submit their applications. To send an email to a person with an unsubmitted application, the person must have a record in Unite. When sending emails, you can start with an existing email or design a new email from scratch.

To send an email message

1. Open a browser and log on to Unite.
2. On the main menu, click APPLICATIONS.
3. Click the *Unsubmitted* tab.

Note

Only people who have started an online application and who have agreed to share and receive information from your school when registering to take the LSAT test appear in the *Unsubmitted* grid.

4. If prompted to agree to the legal notice, review the agreement and then click  . Otherwise, skip this step.
5. Select the check box next to each unsubmitted application for which you want to send an email message.

Note

You may need to sort, filter, or increase the items per page to see all records in the grid.

Note

The person must have a record to send an email message from Unite. You can determine if a person has an existing record by checking the person name to see if there is a hyperlink to open the record. You can also look at the **Person Created/Updated** column for a timestamp that indicates when a person record was either added or last updated in Unite.

6. Click  .

Note

If a person does not have an existing record in Unite, you can select **Create/Update Person** to add a record.

7. Click  .
8. Specify the email options.

Note

If you select an existing email, you can send the email as is, update and save the email record before sending, or update and add a new email record to Unite before sending.

9. Design the email message.
10. Click  .
11. If prompted to save the email before sending, click  or  .

Note

If you want to save the email before sending, the **Title** appears as the name of the email record on grids in Unite.

12. Verify the queued email recipients.

Note

If you selected **Marketing** for the **Legal Designation**, Unite checks to see if any of the recipients have requested to unsubscribe from receiving commercial emails and removes them from the queued email recipient list.

13. Click  .

Related resources

- 5607 - About Unsubmitted Applications
- 5608 - Add or Update a Person Record from an Unsubmitted Application