

# Appointment Campaigns

## Updating Appointment Campaigns in Nanook Navigator

### Updating a Live Campaign

1. Log into [Nanook Navigator](#) and go to your “Staff Home” role.
2. Click on the Campaigns icon on the left-side panel



3. Click on Appointment Campaigns

[Appointment Campaigns](#)



4. Click on your appointment campaign.

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5. Click edit Campaign Details

#### Options

[Edit Campaign Details](#)

[Delete This Campaign](#)

[Export Student List](#)



6. Click on the section you wish to edit.

[Define Campaign](#) —  [Verify Recipients](#) —  [Select Staff](#)

### Updating a Live Campaign, continued

6. Update the information or add students.
7. Click save and exit or continue to edit the rest of your campaign.  
**\* You have to click continue through all screens once you are ready to send out your email to the newly added students.**
8. If you add new students you do not need to send out the campaign to the entire set of students, you can choose to send a nudge to newly added students.
9. Click Send Nudge

**Some newly added students in this campaign have not received a nudge yet**

You can send a nudge to them now with the **Send Nudge Now** button below or Save i

Save and Exit

Send Nudge Now

10. Compose your nudge to the newly added students. Do not remove the schedule link merge tags. Click “send to added students”.

Send To Added Students

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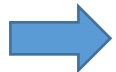
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## Updating an unspent campaign

1. Log into [Nanook Navigator](#) and go to your “Staff Home” role.
2. Click on the Campaigns icon on the left-side panel



7. Click on Appointment Campaigns



[Appointment Campaigns](#)

8. Click on your appointment campaign.

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3. Click on Define Campaign (top left) or another section

[Define Campaign](#) —  [Verify Recipients](#) —  [Select Staff](#)

6. Update the information or add students.
7. Click save and exit or continue to edit the rest of your campaign. **\* You have to click continue through all screens once you are ready to start.**