

Schedule a Recurring Batch Campaign

Recurrence allows you to run a batch smart campaign on a regular schedule. For example - once a week, Mondays at 12:00 PM.

1. Select the campaign, go to the **Schedule** tab, and click **Schedule Recurrence**.

The screenshot shows the Marketing Activities interface. On the left, a sidebar lists various marketing activities, with 'Send Email' highlighted in orange and a hand cursor pointing to it (labeled '1'). The main content area has a top navigation bar with tabs for 'Send Email', 'Smart List', 'Flow', 'Schedule', and 'Results'. The 'Schedule' tab is active, and a hand cursor points to it (labeled '2'). Below the tabs, there are buttons for 'New', 'Campaign Actions', 'Run Once', and 'Schedule Recurrence'. The 'Schedule Recurrence' button is highlighted with a hand cursor (labeled '3'). The main content area displays the 'Batch Campaign Schedule' section with the following details:

Campaign Status:	Has not run
Smart List Mode:	Batch
Smart List Status:	Set to affect around <u>10 existing people</u> (may cha
	Around <u>0 people</u> are blocked from emails

2. Click the **Schedule** drop-down and select **Weekly**.

Schedule Recurrence ✕

Pick a recurrence schedule to run your campaign.

Schedule: 1

First run:

End on: No end date 07/2/2014

3. Click the calendar icon and select the day for the first run. For this example, we are using the next available Monday.

Schedule Recurrence



Pick a recurrence schedule to run your campaign.

Schedule:

First run:

Repeat every:

Calendar widget showing July 2014. The date 21 is selected. A hand cursor is pointing at the date 1. A 'TODAY' button is visible at the bottom of the calendar.

- Tuesday
- Wednesday
- Saturday

End on:

4. Select the time at which it should run.

Schedule Recurrence ✕

Pick a recurrence schedule to run your campaign.

Schedule:

First run:

Repeat every: weeks on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

End on: No end date

5. Leave **Repeat every** as 1, select **Monday** and click **Save**.

Schedule Recurrence ✕

Any changes made will replace the current recurrence schedule.

Schedule:

First run:

Repeat every: weeks on:

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

End on: No end date

6. You can see the scheduled recurrences under the **Schedule** tab to validate.

Send Email Smart List Flow **Schedule** Results

New Campaign Actions Run Once Schedule Recurrence Edit

Campaign Status: Has not run

Smart List Mode: Batch

Smart List Status: Set to affect around 9 existing people (may change over time)
 Around 0 people are blocked from emails

Smart Campaign Settings EDIT

If person has been in this Smart Campaign before
 Each lead can run through the flow once

If person has reached the communication limits
 Ignore limit

If total campaign exceeds 50000 people
 Abort entire smart campaign

Recurrence: Repeats every Monday

Next three runs:

Jul 21, 2014 12:00 PM PDT ✖

Jul 28, 2014 12:00 PM PDT ✖

Aug 4, 2014 12:00 PM PDT ✖



Note

The Schedule tab will show the next three occurrences for reference.

And that's it! Your batch campaign will now run every Monday at noon.