

How do I refresh my recipient list for a Composer message using a query?

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

When you launch Composer from a query result, the recipient list is "frozen" and will not be automatically updated before sending. To "refresh" the recipient list before sending the email:

1. Run the query again and launch Composer as normal.
2. From the Resume Draft section of the launch page, select the channel where the draft email was created and click Resume Draft to select the email to be sent using the refreshed recipient list.

Start From Template

Choose a channel and then pick a template to start from.

Select a channel

Copy a Sent Email

Choose a channel and then pick a previously sent email to copy.

Select a channel

Resume Draft

Choose a channel and then pick a draft to continue editing. Any recipients currently assigned to the draft will be replaced with new recipients.

General Parent Communication

Subject	Last Updated	Creator	
Re-Enrollment Email	Mar 31, 5:00 PM	@mkidd	Resume Draft
Re-Enrollment Forms Due Today!!	Apr 01, 8:53 AM	@mkidd	Resume Draft
Middle School Counselor's Coffee	Apr 01, 8:45 AM	vc.system	Resume Draft