# Build a List using Rules

## Step 1

Login at [https://asp.schoolmessenger.com/aurorak12/](https://asp.schoolmessenger.com/aurorak12/)

Make sure this page is either bookmarked or saved as a shortcut on your desktop.

Enter your username and password.

Click the Sign In button.

## Step 2

Click the Broadcasts tab. The Lists button is already highlighted.

## Step 3

On the right side of the screen, click the Add New List button.

## Step 4

In the List Editor, type a name for your list in the List Name text box.
### Step 5

**List Content**

In the List Content area, click the Field dropdown arrow to choose a field to filter by.

**Field**

- First Name
- Last Name
- Language
- Grade
- Gender
- Contact Type
- School
- Staff Group

### Step 6

After choosing a Field, click one of the Criteria buttons and click the check boxes next to the values you want to filter by.

**Note:** Filtering for Language, Grade, Gender, Contact Type, School or Staff Group will give you a list of check boxes in the Value column to choose from. See Step 7A if you are building a list by name.

Click the Add button.

### Step 7

**List Content**

Repeat Steps 5 and 6 to add additional Fields if desired.

**Note:** this screen shot shows Rule 1 filtering 1st Graders, and the next rule filtering for Boys.
Step 7A

If you are building a list by choosing names, click the dropdown arrow and choose either First or Last Name.

Note: Filtering for First or Last name will give you a text box to type a value into. If you choose ‘equals,’ you must type the name exactly as it appears in School Messenger.

Choose one of the criteria listed for the name you are searching for, such as ‘equals’ or ‘contains’ and type the name in the Value text box.

Click the Add button.

Step 8

Click the Preview button if you want to see your list.

Pay close attention to the number of recipients next to the word Total. If this number does not seem correct, click the Remove buttons to remove your rules and start over at Step 5.

Step 9

If you are satisfied with your list, scroll down and click the Done button.

Step 10

The list you just created will appear in the My Lists section of the List Builder.