Creating Deliver Messages in GradSlate:
Deliver Template with Visuals for Graduate Coordinators

This Deliver Template will help Graduate Coordinators visualize how Deliver messages are built in Slate and what fields are required to launch a Deliver message. If you are interested in submitting a Deliver message through GradSlate, please follow the steps below:

- Review the Deliver Template below to learn all required fields needed to create a Deliver message
- Submit a request via the Creating Deliver Messages in GradSlate Request Form
  - The person submitting the request must be a user who has a GradSlate account
  - Once the GradSlate Deliver message is created by RDI Staff, the Host who has a GradSlate account will be assigned ownership and access of the requested Deliver message
Deliver Messages Launched from RDI

THE GRADUATE SCHOOL’S USE OF GRADSLATE

Prospects
- Become a Georgia Bulldawg

Inquiries
- Welcome to Grad Ed
- Funding Your Grad Ed
- Student Resources @ UGA
- Most Common Questions

Admitted Applicants
- Accepted Students Day
- Welcome to the City of Athens
- UGA Libraries
- Useful Resources for Incoming Grad Students

To view Deliver Messages, please see below:
- Communication for Prospects
- Communication for Inquiries
- Communication for Admitted Applicants

*All students are granted “opt-out” permissions to unsubscribe to any message sent via GradSlate
Departments & Graduate Programs Participating in Deliver

Deliver – graduate programs will be able to send a customized letter to inquiries who have selected the intended term of the application cycle. We recommend including:

- Funding from your Department
- Information and opportunities about your Graduate Program
- Deadline to Apply
- Relevant links to your website to further engage students
- Relevant links to any events you will host for your Graduate Program or Department
- Any additional information that allows the student to engage and understand what is offered in your Graduate Program

Please write your letter in a format that will be reusable for future academic cycles. To learn how to submit a request for a Deliver, please visit Resources for Graduate Recruiters.
New Mailing Details

Name of Deliver
(Internal Purposes)

Host
(User of GradSlate Account)
Edit Email Sender & Subject Details

Sender
(Email of Department/Email of Host)

Recipient
(Students Filtered by Intended Term & Program of Interest)

Subject of Email Message

Email Message
(This message will be sent to students)

Logo
(JPEG or PNG)

Physical Address
(School/College/Department/Institute)

Action Photo
(Dimensions must be 933x367)

Email yspnarke@uga.edu for any questions