



UNIVERSITY OF  
**GEORGIA**  
Graduate School

*Office of Recruitment and Diversity Initiatives*

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

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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	Inquiries	Admitted Applicants
<ul style="list-style-type: none"><li>• Become a Georgia Bulldawg</li></ul>	<ul style="list-style-type: none"><li>• Welcome to Grad Ed</li><li>• Funding Your Grad Ed</li><li>• Student Resources @ UGA</li><li>• Most Common Questions</li></ul>	<ul style="list-style-type: none"><li>• Accepted Students Day</li><li>• Welcome to the City of Athens</li><li>• UGA Libraries</li><li>• Useful Resources for Incoming Grad Students</li></ul>

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**



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### 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)

**New Mailing** ✕

Name

Folder

User

Method

Template

Opt Out

UTM Tracking

Hide from Timeline

View In Browser

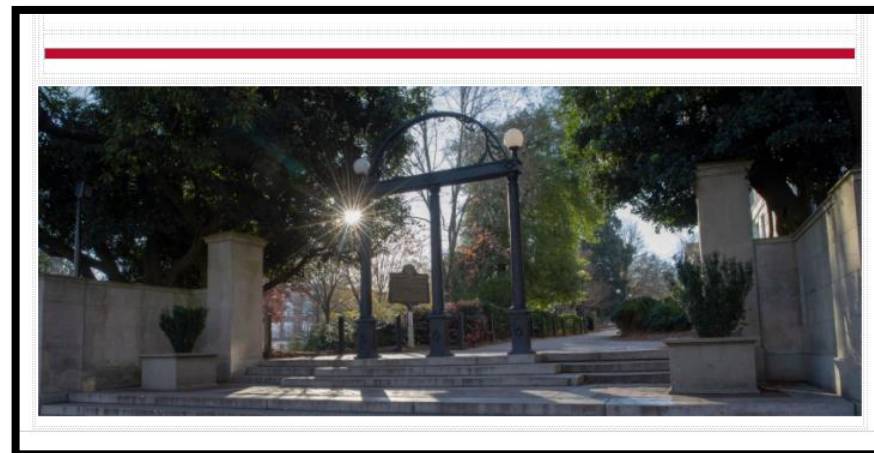


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## Edit Email Sender & Subject Details

<p>Sender (Email of Department/Email of Host)</p>
<p>Recipient (Students Filtered by Intended Term &amp; Program of Interest)</p>
<p>Subject of Email Message</p>
<p>Email Message (This message will be sent to students)</p>
<p>Logo (JPEG or PNG)</p>
<p>Physical Address (School/College/ Department/Institute)</p>
<p>Action Photo (Dimensions must be 933x367)</p>



Email [yspnarke@uga.edu](mailto:yspnarke@uga.edu) for any questions