

INTERNAL AND EXTERNAL NOTES

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1

Continue as you have been sending an enrollment email, and click the 'SEND' button in the Enrollment Management from your dashboard.

Period	Enrolment Key	School Name	Action
	M5NKzDJ7hWVUyMSp	Demo Driving School	SEND
	uGAQ8ShvJPG5asqz	Demo Driving School	SEND
	msk684A4gAVsUfB7	Demo Driving School	SEND

2

You will see two new fields to add notes for you and your students.

Send Coupon to user



Student's Email Address

Internal Notes For School (will be visible in Student Management)

External Notes For Student (will be added to email body and visible on student's dashboard)

CLOSE

SEND

3

You can edit and resend the enrollment email in the “Sent But Not Used Keys” tab in the Enrollment Management.

She wants a female instructor.

Please complete the online course in 2 m...



Resend/Remind

Copy signup link

4

The external note will be added as “SPECIAL INSTRUCTIONS” to the body of the enrollment email.

Bear in mind that you are required to do a minimum of 10 hours of in-car lessons. Since it's not allowed to do more than 2 hours a day, you need at least 5 days to complete the in-car lessons before your enrolment expires.

Once you've completed your online course, we'll contact you for the in-car lessons. If you haven't heard from us for a few days, contact us.

SPECIAL INSTRUCTIONS: Please complete the online course in 2 months.

We wish you good luck with your licensing journey.

With kind regards,

Demo Driving School

5

After the student enrolls in the course, you can still update both notes in the Student Management anytime you want.

Status	Internal Notes (Click to Update)	External Notes (Click to Update)
Active	He hasn't paid the full amount.	Please complete your online course ASAP!

6

After enrolling in the course, the students will see the current external note on their dashboard.



2025-Sep-25
Date of Enrolment

2025-Sep-30
End of Enrolment

4 days 5 hours
Days Left to Expire

CAUTION! SPECIAL INSTRUCTIONS FROM YOUR SCHOOL:
Please complete your online course ASAP!

7

To add notes for your current students, click “N/A” in their lanes in Student Management and add a note.

Status	Internal Notes (Click to Update)	External Notes (Click to Update)
Active	N/A	N/A
Active	N/A	N/A

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**WE WILL BE SURE TO KEEP
YOU POSTED ABOUT OUR
NEW FEATURES.**

Any questions? Contact us



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