

Flight Tracker Consortium Meeting

February 4, 2026



<https://edgeforscholars.vumc.org>

https://redcap.link/flight_tracker

Meeting Agenda



Current Version:
v6.23.2

What's New?

Starting Sprint for **v6.23.3**

Deep Dive: Sending Mass Emails

What's Next?

Major Additions in **v6.24.0**



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FOR SCHOLARS

What's New?

Starting Work on v6.23.3



- Include all surveys in Scholar Portal's survey page
- Add Translational Science questions to Flight Tracker surveys
- Four bug fixes, including:
 - ERIC pubs showing in Publication Wrangler
 - Backfill ORCID biography information
- Vanderbilt-specific improvements

Monetization Rumors



- REDCap announced recently that they will soon offer a for-pay premium version with some advanced features.
- To be clear, Flight Tracker will continue “as-is” without monetization. We have not even considered monetizing it.
 - It will be available on both versions of REDCap.
- We are interested in partnering for studies into researchers’ career development. That’s our main goal going forward.



Deep Dive

Sending Mass Emails

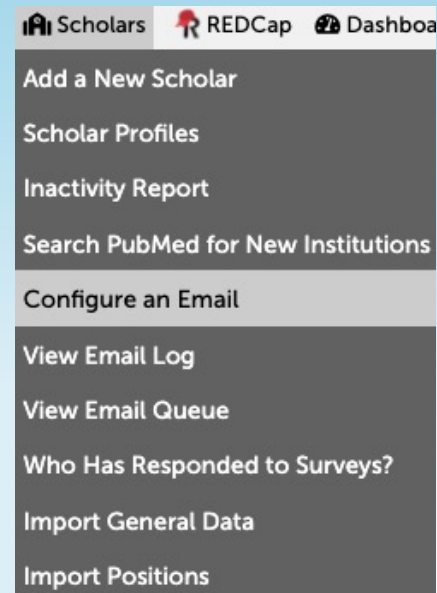
Outline

- How to Send
 - Who
 - When
- What to Send
 - Personalized Notes
 - Survey Links
 - Mentoring Agreement
 - Scholar Portal Link
- Monitoring



How to Send

- Scholars menu → Configure an Email



- Alternative: REDCap's Automated Survey Invitations
 - Not covered in this presentation
 - See REDCap's Help for more details



Configure an Email Page



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Send an Email

Specify Email Name

Email Name:

--OR--

Load Existing Email:

---SELECT---

Who?

From Email Address

To (Recipients)

Who Do You Want to Receive Your Email?
☐ Individual(s) ☒ Filtered Group ☐ Cohort

Do You Want to Email All or Some Scholars?
☒ All ☐ Some

List of Filtered Names (578)

What?

Format Message

Subject:

---SELECT---

Insert Survey Link

Insert Name

Insert Last Name

Insert First Name

Insert Mentoring Agreement Link

Insert Scholar Portal Link

Load Prior Message:
---SELECT---

Normal

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When?

Emails are sent in batches. Times are approximate.

Schedule Email

Click to schedule

Current Status: Not Activated

Naming Your Email



- First, name your email or load a prior email

Specify Email Name

Email Name:

--OR--

Load Existing Email:

---SELECT---

Who?

- From Email Address

To:

- Individual: check off names
- Filtered Group: answer questions
 - All – everyone
 - Or a subgroup based on who has filled out what surveys
- Cohort: select cohort



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A screenshot of the 'Who?' form in the Flight Tracker for Scholars interface. The form has a light gray background with green header bars. The first green bar is labeled 'Who?'. Below it is another green bar labeled 'From Email Address', followed by a white text input field. The next green bar is labeled 'To (Recipients)'. Below this, there are two sets of radio button options. The first set is titled 'Who Do You Want to Receive Your Email?' and includes three options: 'Individual(s)' (unselected), 'Filtered Group' (selected with a blue dot), and 'Cohort' (unselected). The second set is titled 'Do You Want to Email All or Some Scholars?' and includes two options: 'All' (selected with a blue dot) and 'Some' (unselected). At the bottom, there is a section titled 'List of Filtered Names (578)' which is partially obscured by a blurred area.

What?



What?

Format Message

Subject:

---SELECT---

Insert Survey Link

Insert Name

Insert Last Name

Insert First Name

Insert Mentoring Agreement Link

Insert Scholar Portal Link

Load Prior Message:

---SELECT---

Normal



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More to come...

When?

- Schedule Email
- Three Steps:
 1. Stage email to test
 2. Send test emails to self
 3. Activate email to send at scheduled time



When?

Emails are sent in batches. Times are approximate.

Schedule Email

Click to schedule

**Current Status: Not
Activated**

When?

- Clicking “Test Email Setting” will send you one email for each person
- You can test survey links & email messages
- Make sure you don’t get “egg on your face!”



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Advance Process

Step 1 of 3

Re-Stage to Test

Step 2 of 3

You will receive one email per every recipient. Please note that the links are real links, so any surveys you submit will be added to a scholar's record.

Your Email Address:

Test Email Setting

When?

- The email is enqueued to send only when you click the red button: “Activate Emails & Enqueue to Send”
- The Current Status will change to Activated
- Then the email will be triggered around the time that it’s scheduled for
- You will receive a warning email 15 minutes in advance...



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Advance Process

Step 1 of 3

Re-Stage to Test

Step 2 of 3

You will receive one email per every recipient. Please note that the links are real links, so any surveys you submit will be added to a scholar's record.

Your Email Address:

Test Email Setting

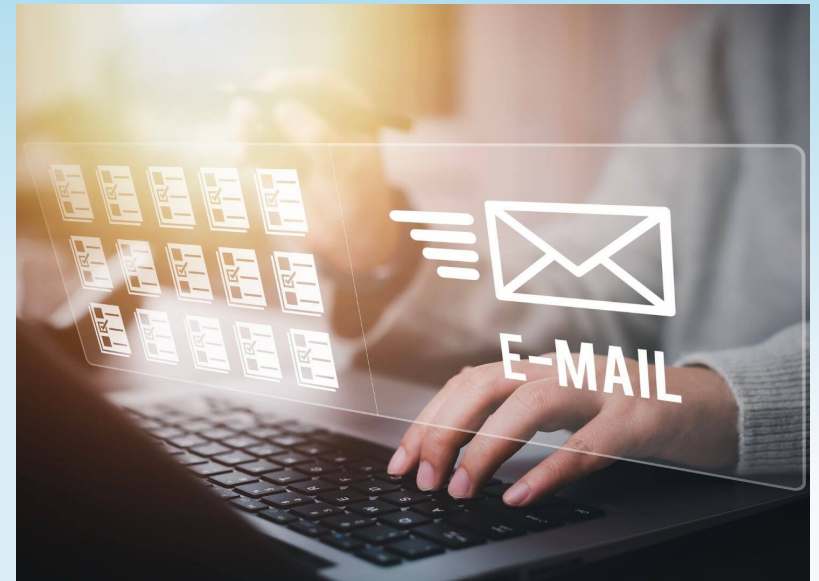
Step 3 of 3

Activate Emails & Enqueue to Send

What?



- Three main functions from my experience:
 - Personalized notes
 - Links to surveys
 - Link to Mentee-Mentor Agreement
 - Link to Scholar Portal



What?



What?

Format Message

Subject:

---SELECT---

Insert Survey Link

Insert Name

Insert Last Name

Insert First Name

Insert Mentoring Agreement Link

Insert Scholar Portal Link

Load Prior Message:

---SELECT---

Normal



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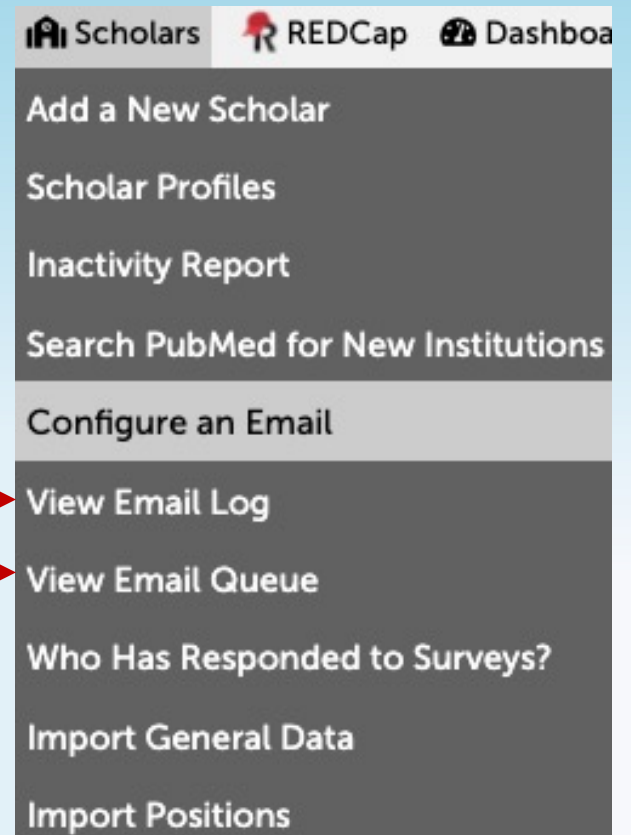
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- Insert names to customize
- Insert links to any Flight Tracker survey, including your custom ones
- Insert a link to Flight Tracker's mentoring agreement
- Insert a link to the Scholar Portal
- Load a prior message as a first draft

Monitoring



Sent Emails →

Unsent Emails →

Putting It All Together



[Live Demo]

Recap



- How to Send
 - Who
 - When
- What to Send
 - Personalized Notes
 - Survey Links
 - Mentoring Agreement
 - Scholar Portal Link
- Monitoring



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What's Next?

Flight Tracker v6.24.0



- Find a Collaborator – a way of searching across all Flight Trackers on a server for who publishes on a given topic
 - Advanced search
 - Search interface for admins, not just Scholar Portal
- Rebrand with new logo & colors
- Smaller improvements

Support Resources



Forum: Flight Tracker Community

Free accounts available

Monthly Troubleshooting Call

Thursday, February 19, 1pm CT

Monthly “Newbie” Call

Wednesday, February 11, 1pm CT

Monthly Getting Started Workshop

Friday, February 13, noon CT

Type your email in the chat for more info



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