How to send an email to club members

On the homepage, login at the upper right.

Click on "Member Area"

In the blue menu, click on "Communication"

In the white menu below, click on "Email Services"

On the Club Communication page click on the orange "Compose new message" button.

On the Create Email page check the "Active and Honorary Members" box if you wish to send it to all members. Otherwise, you can select recipients from any distribution list that has been created. Clicking the + box will expand the lists, so you can check the boxes of whichever groups or individuals you wish to receive the email. Click the orange "Done" button when you have selected the recipients.

In the Subject box, type the subject of your email

Scroll down to the large area where you compose your message. Any term between two $ symbols is a mail merge term. Highlight the "Dear **$NICK_NAMES$** and **$LAST_NAME$"** text and delete it.

Begins typing your email message. For example, if you wanted your message to begin with Hello Jeffrey (e.g. each person sees their own name in place of Jeffrey), then you would type

"Hello" and then, leaving the cursor there, go up to the Recipient box and use the drop-down arrow to select "Recipient First Name" and click the Add button.

Then when John Doe receives the message, it will start out Dear John. You can now fill in the text of whatever message you want to send as you would in most any word processor.

When your email is comleted, highlight the entire text and set the font size to 20.

If you want to attach a file to the email, click the "Select Files for Upoad", and browse to the file on your computer and select it.

Leave the box to include link to list of recipients checked so others will know the email went to more than just themselves.

Check the "Copy me on this email" box if you want to receive a copy.

You can click the blue "Send to Myself" button if you want to test it out before clicking the "Send" button, but be advised that sometimes it does not send right away, so unless you are worried about it, skip that and just click the orange "Send" button. The click the OK button that pops up.

That puts the message in the Queue for sending, and sooner or later it will be sent, but be advised it may be a while, so don't worry if it does not get sent right away.