How to Email other Club Members –

Go to "**Our Club**." Under that is a drop-down menu of "**Send Email to Members**."

You must be logged in to see this page.
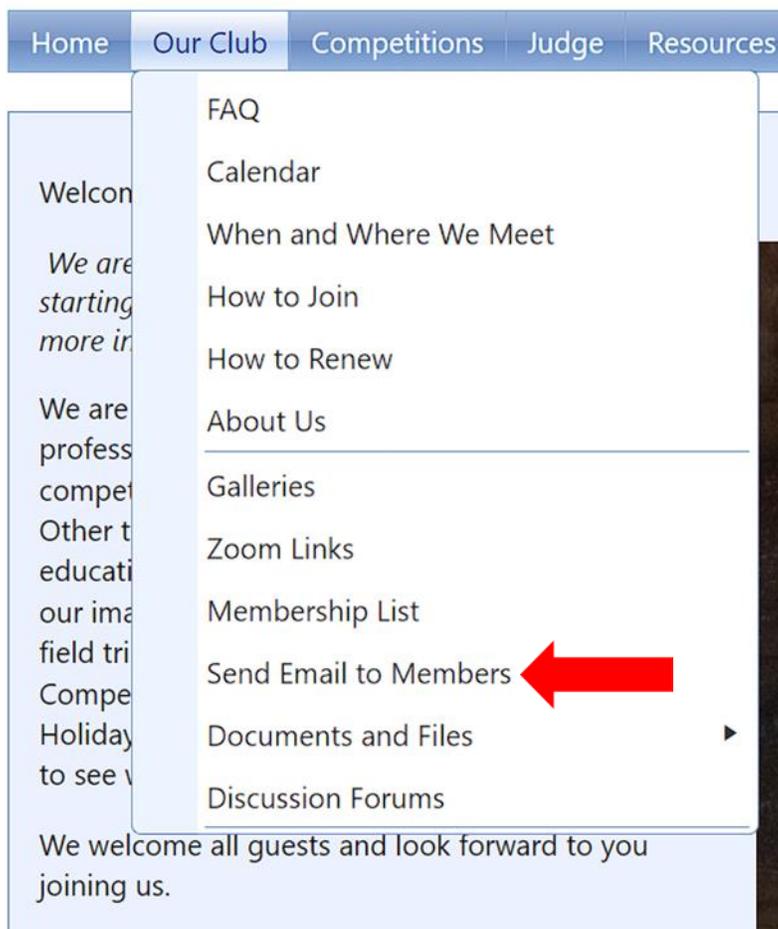
Below is the page you will see.

The first step is to search for who you want to send the message to.

Ignore everything else for now, and click on "**Select from Member List.**"

(Note that you will not see as many options as are listed here. This is what an administrator will see.)

Send Email Message

Select Recipients

Current list of specific recipients:
(None)

[Select from Member List] ⬅️

Messages are sent to recipients as blind copies, so email addresses will not be visible and recipients cannot use "Reply All".

Also send to all people in any of these checked Groups below.
☐ Display the names of all group recipients, otherwise the names for large groups will only show the group names.

☐ All Members	☐ Competing Members	☐ Competition Judges	☐ Competition Managers
☐ Discussion Forum Moderators	☐ Download Manager	☐ Guests/Non-members	☐ Management Committee
☐ Membership Managers	☐ Mentor Judge	☐ News and Events Managers	☐ Treasurer
☐ View PayPal	☐ Web Content Managers	☐ Website Administrators	

Note that users can set an option in their personal profile to opt-out of messages to the Guests and Members groups.
☐ Override Opt-out preferences set by any member if sending to the "All Members" or "Competing Members" groups. Use this option only when necessary.

Message Subject:

Attachments:

You must select recipients before specifying any attachments or your attachments will be removed. Files uploads are started immediately after they are selected. Each attachment cannot exceed 4MB. Your entire message cannot exceed 8MB.

[Add File]

Message:

Hyperlink Help is available to assist you in adding links to web pages or documents.

Home				
↶ ▾ ↷ ▾ 🖨 Print	✂ Cut 📋 Copy 📋 Paste	**B** *I* <u>U</u> A ▾ 🖊 ▾ ◌ ▾ 14px ▾	☰ ☷ ⇥ ⇤ ¶₊ ☰ ☰ ☰ ☰ ⊠	ᵃᵇ꜀ Spell Checker 🔍 Find And Replace ⊞ Insert Table 🔗 Link Manager ⇄ Unlink 🖼 Insert Image ⦿ Help
Actions	Clipboard	Formatting	Paragraph	Other

The following screen comes up . This allows you to search for a member in 3 different ways. Choose only **one** -

1. *Search for what their last name or first name starts with*
2. *Search by what **letter** their last name starts with*
3. *Find the page that lists their name*

Send Email Message

Search Criteria for Users (Click here to show or hide options)

Search for: | Last Name starts with ▼ |
☑ Select fi | Last Name starts with
☐ Select fi | First Name starts with
☐ Select E | Email Address | 5/19/2022 📅
          | User Id

Find Users | **Select Users Requesting Membership** | **Show All Active Users**

Click on a letter to select entries starting with that letter.
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

	Last Name	First Name	
☐	Alton	Benjamin	
☐	Bartell	Greg	
☐	Bibus	David	
☐	Birnbaum	Bob	
☐	Bishop	Kim	
☐	Brown	Steve	
☐	Burl	Gavin	
☐	Cain	Pamela	
☐	Civic	Diane	
☐	Covey	Peter	
☐	Crook	Larry	
☐	Cunningham	Rodney	
☐	Davis	Charles	
☐	Dawson	Davin	
☐	Diggins	Sheri	
☐	Dodd	Charles	
☐	Dorsch	Tom	
☐	Dunbar	Jerry	
☐	Dyczewski	Mara	
☐	Falconer	Linda	

⏮ ◀ 1 2 3 4 ▶ ⏭ Page size: 20 ▼   68 items in 4 pages

Cancel | **Add Selected Names**

1. *Search by "**Last Name starts with**" or "**First Name starts with**."*

OR

2. *Search by what **letter** their last name starts with by clicking on the letter.*

OR

3. *Find the page that lists their name. In this example you can see that there are 4 pages of members. If a member's last name starts with "W" they will likely be on the last page.*

This is the screen that comes up if you click on a letter. In this case, the letter searched was "D."

Send Email Message

Search Criteria for Users (Click here to show or hide options)

Search for: Last Name starts with ▼

☑ Select from Active Members

☐ Select from Guests/Non-Members

☐ Select Expired Memberships that expired on or after: 5/19/2022

Find Users   Select Users Requesting Membership   Show All Active Users

Click on a letter to select entries starting with that letter.
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Put a check mark in the box to the left of the member you want to contact.

	Last Name	First Name	
☐	Davis	Charles	
☐	Dawson	Davin	
☑	Diggins	Sheri	
☐	Dodd	Charles	
☐	Dorsch	Tom	
☐	Dunbar	Jerry	
☐	Dyczewski	Mara	

Cancel   Add Selected Names

Click on "**Add Selected Names.**"

You are able to send messages to more than one member.

"*Reply All*" is turned off.

Send Email Message

Select Recipients

Current list of specific recipients:
Sheri Diggins

[Select from Member List]

This step is done. See that one recipient is listed.

Messages are sent
addresses will not
"Reply All".

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☐ Membership Managers ☐ Mentor Judge   ☐ News and Events Managers ☐ Treasurer
☐ View PayPal   ☐ Web Content Managers   ☐ Website Administrators

Note that users can set an option in their personal profile to opt-out of messages to the Guests and Members groups.

☐ Override Opt-out preferences set by any member if sending to the "All Members" or "Competing Members" groups. Use this

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Message Subject:

[   ]

Type in your Message Subject

Attachments:

You must select recipients before specifying any attachments or your attachments will be removed. Files uploads are started immediately after they are selected. Each attachment cannot exceed 4MB. Your entire message cannot exceed 8MB.

[Add File]

Message:

Hyperlink Help is available to assist you in adding links to web pages or documents.

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↩ ▾	✂ Cut	**B** *I* <u>U</u> A ▾	☰ ☰ ☷ ☶ ¶₊	abc Spell Checker	⊖ Link Manager	⑦ Help
→ ▾	🗋 Copy	✎ ▾ ◌ ▾	☰ ☰ ☰ ☰ ☰	🔍 Find And Replace	⌂ Unlink	
🖨 Print	🗋 Paste	14px ▾		⊞ Insert Table	🖼 Insert Image	
Actions	Clipboard	Formatting	Paragraph	Other		

Type in your Message here

[Send] Click "**Send**."

It is possible to add links to email messages by Clicking on "Link Manager." But it is not as easy or straightforward as the rest of the process.