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.

Home	Oui	Our Club Competitions Judge Re						
		FAQ						
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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

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Formatting

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Actions

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Select Recipients Current list of specific recipients: (None) Select from Member List Also send to all people in any of these checked Groups Display the names of all group recipients, otherwise the	below. names for large groups will c	Messages are sent to recipients as blind copies, so email addresses will not be visible and recipients cannot use "Reply All".
 All Members Discussion Forum Moderators Download Manager Membership Managers Memtor Judge View PayPal Web Content Manager Note that users can set an option in their personal profile to Override Opt-out preferences set by any member if sen 	Competition Judges Guests/Non-members News and Events Manag Website Administrators o opt-out of messages to the ding to the "All Members" or	Competition Managers Management Committee ers Treasurer Guests and Members groups. "Competing Members" groups. Use this option only when necessary.
Message Subject:		
Attachments: You must select recipients before specifying any attacht removed. Files uploads are started immediately after they exceed 4MB. Your entire message cannot exceed 8MB. Add File	ments or your attachments are selected. Each attachment	vill be cannot
Message: Hyperlink Help is available to assist you in adding links to web	pages or documents.	
Home		

Spell Checker

Insert Table

👫 Find And Replace 🔅 Unlink

😁 Link Manager 🕐 Help

Insert Image

Other

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Paragraph

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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

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in ck	Id Users Select Users Id Users	Sers Requesting Membership entries starting with that letter. $\underline{N} \bigcirc \underline{P} \bigcirc \underline{R} \\ \underline{S} \\ \underline{I} \\ \underline{V} \\ \underline{W} \\ \underline{X} \\ \underline{Y} \\ \underline{Z} \\ \underline$	Show All Active Users
	Last Name	First Name	
	Alton	Benjamin	
)	Bartell	Greg	
)	Bibus	David	
)	Birnbaum	Bob	
)	Bishop	Kim	
)	Brown	Steve	
j	Burl	Gavin	
ן	Cain	Pamela	
)	Civic	Diane	
)	Covey	Peter	
)	Crook	Larry	
J	Cunningham	Rodney	
)	Davis	Charles	
)	Dawson	Davin	
)	Diggins	Sheri	
)	Dodd	Charles	
)	Dorsch	Tom	
j	Dunbar	Jerry	
)	Dyczewski	Mara	
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1. Search by "Last Name starts with" or "First Name starts with."

<u>OR</u>

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

<u>OR</u>

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."

Search Criteria for Search for: Las ☑ Select from A □ Select from C □ Select Expired Find Users Click on a letter to A B C D E F G H	t Users (Click here to show or hide options) at Name starts with Active Members Guests/Non-Members ad Memberships that expired on or after: 5/19/2022 Select Users Requesting Membership Show All Active Users to select entries starting with that letter. I J K L M N O P Q R S T U V W X Y Z #
Search for: Las Select from A Select from C Select Expired Find Users Click on a letter to $A \ B \ C \ D \ E \ F \ G \ H$	St Name starts with Active Members Guests/Non-Members ed Memberships that expired on or after: $5/19/2022$ Select Users Requesting Membership to select entries starting with that letter. $1 \leq K \leq M \leq N < P < Q \leq R \leq T \leq U \leq W < X \leq T = M $
Select from A Select from C Select Expired Find Users Click on a letter t $A B \subseteq D \equiv F \subseteq H$	Active Members Guests/Non-Members ed Memberships that expired on or after: $5/19/2022$ Select Users Requesting Membership Show All Active Users to select entries starting with that letter. $1 \downarrow K \perp M N \bigcirc P \bigcirc R S T \sqcup V W X Y Z #$
□ Select from C □ Select Expired Find Users Click on a letter A B C D E F G H	Guests/Non-Members ed Memberships that expired on or after: Select Users Requesting Membership to select entries starting with that letter. $I \ J \ K \ L \ M \ N \ O \ P \ Q \ R \ S \ T \ U \ V \ W \ X \ Y \ Z \ #$
□ Select Expired Find Users Click on a letter $A B \subseteq D \subseteq F \subseteq H$	ed Memberships that expired on or after: $5/19/2022$ Select Users Requesting Membership Show All Active Users to select entries starting with that letter. $J \leq L \leq M \leq N \leq Q \leq S \leq U \leq W \leq X \leq Z \neq Q \leq S \leq U \leq W \leq X \leq Z \neq Q \leq S \leq U \leq W \leq X \leq Z \neq Q \leq S \leq U \leq W \leq X \leq Z \neq Q \leq X \leq Z \leq X \leq X$
Find Users Click on a letter ABCDEFGH	Select Users Requesting Membership Show All Active Users to select entries starting with that letter. I I J K L M O P Q R S I V W X Y Z Image: Comparison of the select entries of the select entries of the select entries
Click on a letter $\underline{A} \underline{B} \underline{C} \underline{D} \underline{E} \underline{F} \underline{G} \underline{H}$	to select entries starting with that letter. $I \underline{J} \underline{K} \underline{L} \underline{M} \underline{N} \bigcirc \underline{P} \bigcirc \underline{R} \underline{S} \underline{T} \underbrace{U} \underbrace{V} \underbrace{W} \\ X \underbrace{Y} Z \#$
Last N	Iame First Name
Davis	Charles
Dawson	Davin
a check mark in Diggins Diggins	Sheri
member you want to Dodd	Charles
Dorsch	Tom
Dunbar	Jerry
Dyczewski	Mara

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		Messages are sent
Current list of specific recipients: Sheri Diggins	This step is done. See that one	addresses will not "Reply All".
Select from Member List	recipient is listed.	
Also send to all people in any of these check Display the names of all group recipients, ot	ed Groups below. herwise the names for large groups will only sh	ow the group names.
All Members Competing	J Members 🛛 Competition Judges	Competition Managers
Discussion Forum Moderators Download	Manager 🛛 Guests/Non-members 🗌	Management Committee
Membership Managers Mentor Jud	dge 🛛 News and Events Managers 🗆	Treasurer
View PayPal Web Conte	ent Managers 🗆 Website Administrators	
Note that users can set an option in their perso	nal profile to opt-out of messages to the Guest	s and Members groups.
	mber if sending to the All Members of Com	being members groups, ose this
Message Subject:		
		vpe in your Message Subject
Attachments:		
You must select recipients before specifying removed. Files uploads are started immediately exceed 4MB. Your entire message cannot excee Add File	any attachments or your attachments will b after they are selected. Each attachment cann d 8MB.	e ot

Message:

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

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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.