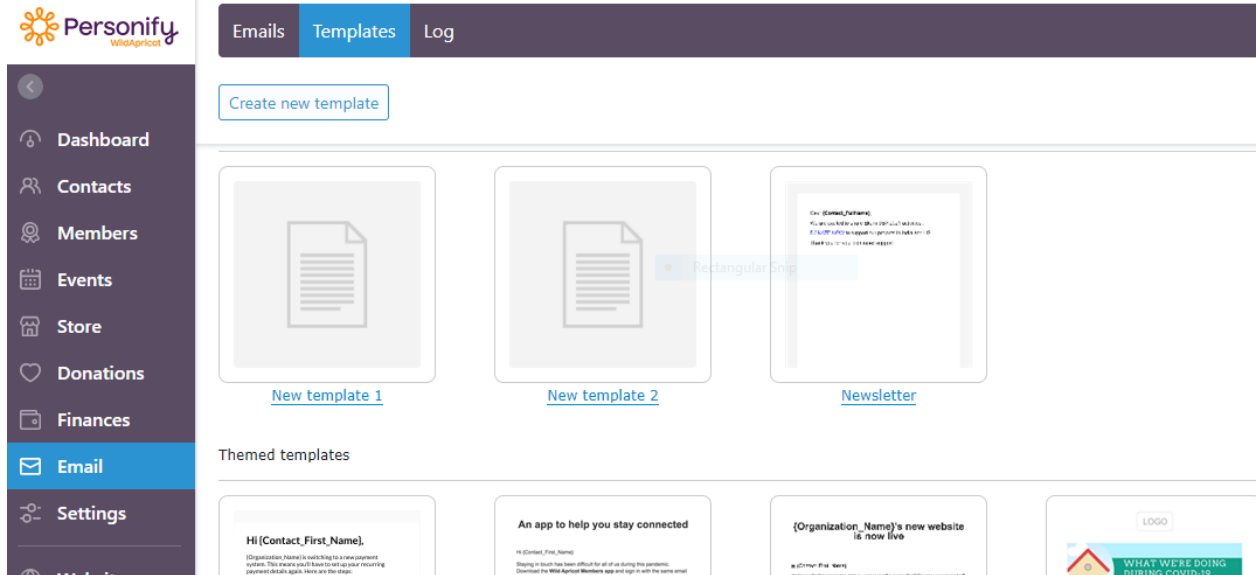
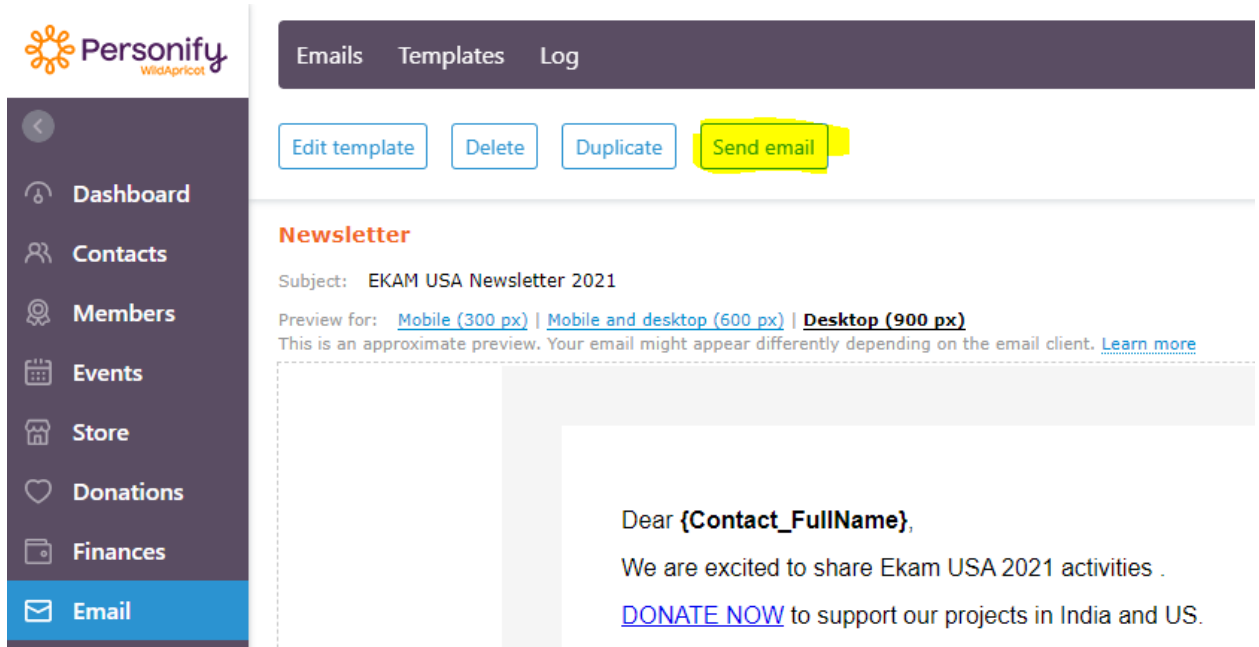


Send Email Notifications for Newsletter

1. Login as Administrator or Chapter Director
2. Admin Dashboard > Email > Templates



3. Select existing template from the list or create new template
4. You can edit template to make the changes if required and then save.
5. Click on send Email.



6. In step 4 you can add group of recipients by clicking on contacts list.

- From the listed saved searches, you can select respective chapter EYA and Adult Volunteers search

1. TEMPLATES 2. DESIGN 3. PREVIEW 4. RECIPIENTS 5. REVIEW AND SEND

Save ✓ Saved at 8:15 AM

Choose recipients and subject

Recipients: No recipients
+ Contact + Contact list [Clear all recipients](#)

Subject: EKAM USA Newsletter 2021
Type { to see available macros

Reply to: Pravallika CH pravallika.ch@soc

Tracking: ☐ Enable link and open email tracking

Add contact list

☐ All contacts ☒ All members

Saved contact search [Star Snip](#)

- ☐ Boston - EYAs
- ☐ EKAM Boston Adult Volunteers
- ☐ Group 1 Imports
- ☐ Group 2 Imports
- ☐ Group 3 Imports

Saved member search

- ☒ EKAM Atlanta Adult Volunteers
- ☒ EKAM Atlanta EYA's
- ☐ EKAM Austin Adult Volunteers
- ☐ EKAM Austin EYA's
- ☐ EKAM Bakersfield EYA's
- ☐ EKAM Bakersfield Volunteers
- ☐ EKAM Baton Rouge EYA's
- ☐ EKAM Baton Rouge Volunteers
- ☐ EKAM Bay Area EYA's
- ☐ EKAM Bay Area Volunteers
- ☐ EKAM Boston Adult Volunteers
- ☐ EKAM Boston EYA's
- ☐ EKAM Charlotte EYA's
- ☐ EKAM Charlotte Volunteers
- ☐ EKAM Chicago Adult Volunteers
- ☐ EKAM Chicago EYA's
- ☐ EKAM Columbus Adult Volunteers

Add selection Cancel

- You can change reply to mail.
- In step 5 you can review and click on send button
- To check the reports goto Admin Dashboard > Email > Log
- Select and click on the latest log listed