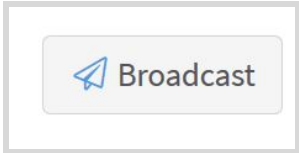
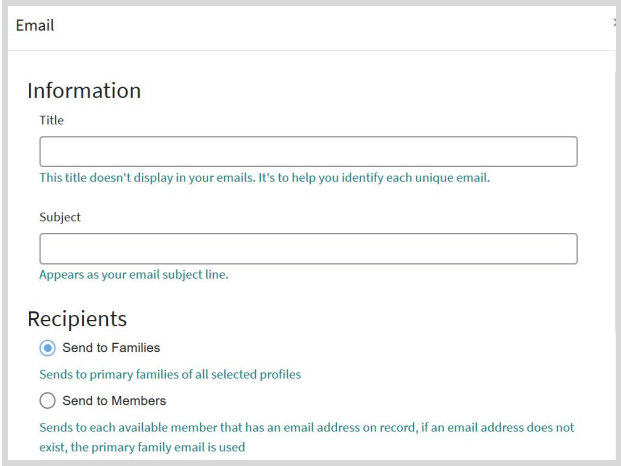
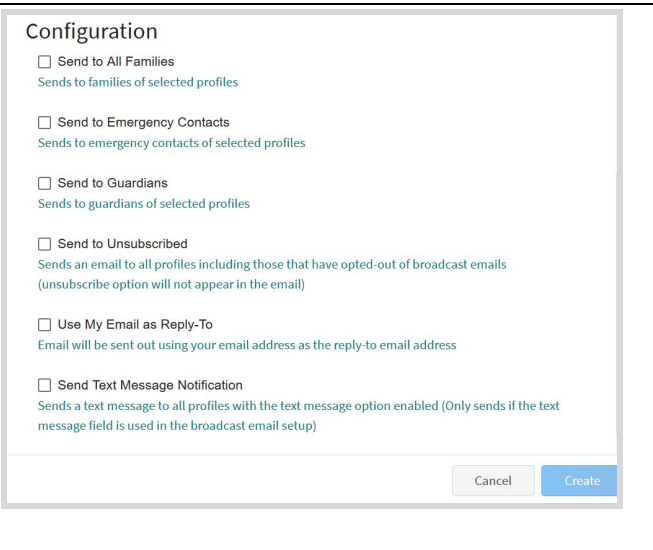
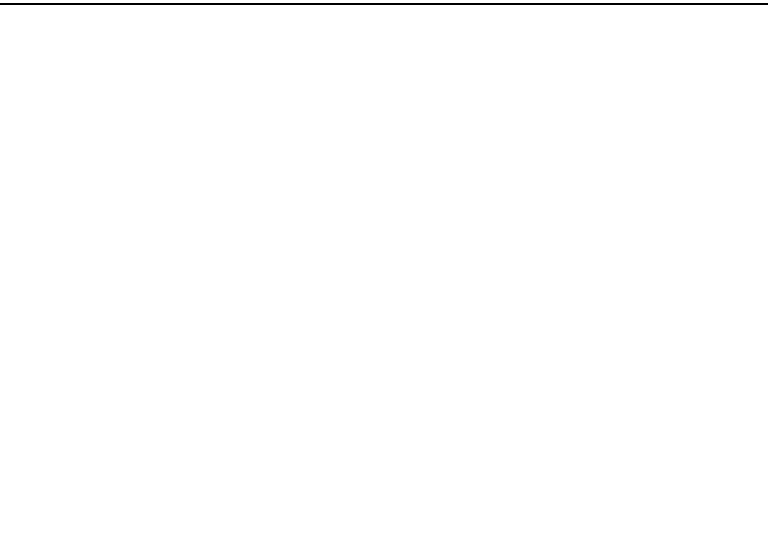


## Broadcast

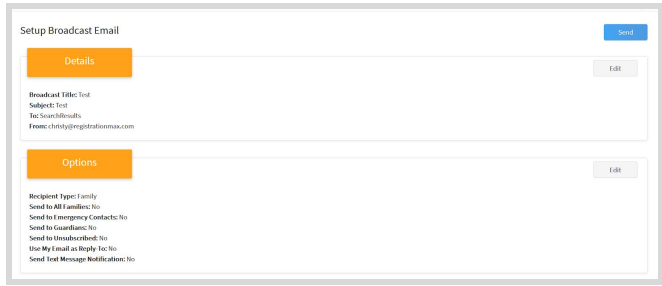
The Broadcast tab in the navigation pane allows the County Manager to view the title and status of broadcast emails that have been sent from the account. Click on any message to be able to view the text of the message and the recipient list.

## Creating Broadcast Emails

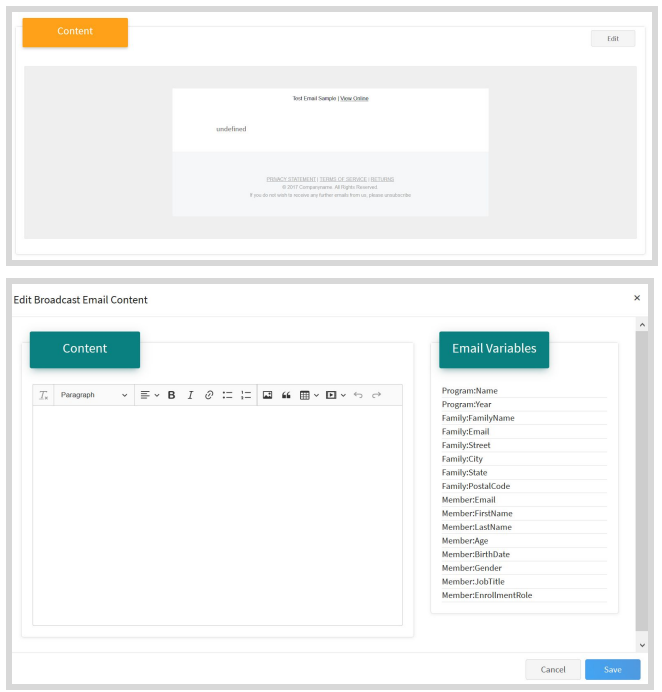
<ol style="list-style-type: none"> <li>1. Throughout the program, County Managers will see a Broadcast button on various screens. Click the Broadcast button to create an email to send members.             <ol style="list-style-type: none"> <li>A) Members – Send to members displayed in search results</li> <li>B) Enrollment: Approved – Send to all approved members</li> <li>C) Events – Send to members listed in the registration search results</li> <li>D) Participation – Send to members listed in Participation Search results</li> <li>E) Units – Send to members listed in a Club or Group</li> <li>F) Custom Reports – Send to all members listed on the selected report</li> </ol> </li> </ol>	 <p>The image shows a rectangular button with a light gray background and a thin border. On the left side of the button is a blue paper airplane icon. To the right of the icon, the word "Broadcast" is written in a dark blue, sans-serif font.</p>
<ol style="list-style-type: none"> <li>2. Enter the title of the message in the Title field.</li> <li>3. Enter the Subject of the email message</li> <li>4. Indicate if the message should be sent to Families (email address associated with the family profiles) or Members (email address associated with member profiles)</li> <li>5. You may select additional Configuration Options for the message. (more being added) These include:             <ol style="list-style-type: none"> <li>A) Send to All Families</li> <li>B) Send to Emergency Contacts</li> <li>C) Send to Guardians</li> <li>D) Sent to Unsubscribed</li> <li>E) Use My Email as Reply-To</li> <li>F) Sent Text Message Notification</li> </ol> </li> <li>6. Click Create</li> </ol>	 <p>The image shows a screenshot of a web form titled "Email". It is divided into three sections:             <ul style="list-style-type: none"> <li><b>Information:</b> Contains two text input fields. The first is labeled "Title" and has a small blue note below it: "This title doesn't display in your emails. It's to help you identify each unique email." The second is labeled "Subject" and has a small blue note below it: "Appears as your email subject line."</li> <li><b>Recipients:</b> Contains two radio button options. The first is "Send to Families" (selected) with a blue note below it: "Sends to primary families of all selected profiles". The second is "Send to Members" with a blue note below it: "Sends to each available member that has an email address on record, if an email address does not exist, the primary family email is used".</li> </ul> </p>



7. The Recipient and Sender information will automatically fill into the To and From Fields.
8. Click Edit next to Details to make corrections to the Title or Subject of the message.
9. Click Edit next to Options to make changes to the configuration options selected.



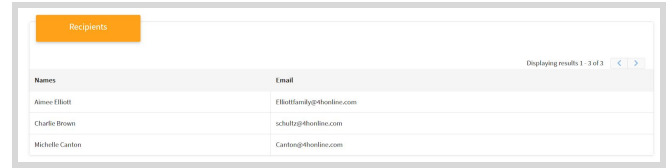
10. Click Edit next to Content to compose your message.
11. You may add an Email Variable (aka Form Field) to your message. Click the Email Variable name in the location you want to add the field.
12. Use the formatting bar to format the text of your message, add images, and create clickable links to websites.
13. When finished composing your message, click the Save button.



14. Attachments may be added to Broadcast emails. Click the Upload button and select the file from your computer that you want to attach to the message.



15. Review the Recipients list that the message will be sent to based on your selections.

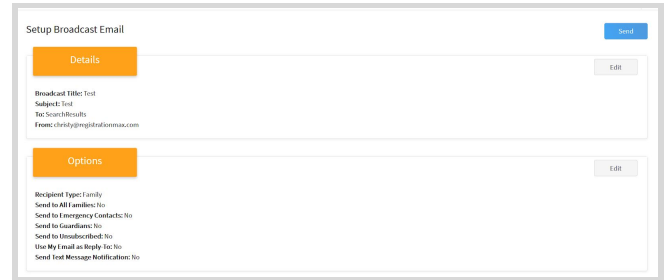


Recipients

Displaying results 1 - 3 of 3

Names	Email
Aimee Elliott	Elliottfamily@houston.com
Charlie Brown	schultz@houston.com
Michelle Carlson	Carlson@houston.com

16. When the message configuration, message text, and attachments (if applicable) are correct, click the Send button located at the top of the page.



Setup Broadcast Email

Send

Details

Edit

Broadcast Title: Test  
Subject: Test  
Recipients:Michelle  
From: charly@ingridstationmax.com

Options

Edit

Recipient Type: Family  
Send to All Families: No  
Send to Emergency Contacts: No  
Send to Guardians: No  
Send to Unsubscribed: No  
Use My Email as Reply To: No  
Send Text Message Notification: No