



SENDY QUICK GUIDE FOR SENDING AGENDAS

1. Open SENDY {<http://sendy.assembly.cornell.edu/>}
2. Log In using your Assembly's unique log-in email and password
3. Select Your Assembly ("Brand")

Office of the Assemblies

Brands Office of the Assemblies

Amazon SES Quota

SES Region: N. Virginia

Max send in 24hrs: 2,500,000

Max send rate: 150 per sec

Sent last 24hrs: 2,178

Sends left: 2,497,822

Select a brand

Add a new brand

ID	Brands	Monthly limit	Used	Edit	Delete
1	Employee Assembly	00	00		
2	Graduate and Professional Student Assembly	00	00		
4	Office of the Assemblies	00	00		
3	Student Assembly	00	00		
5	University Assembly	00	00		

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4. View all Messages (Campaigns) sent

Office of the Assemblies

Student Assembly

Office of the Assemblies

Student Assembly

All campaigns

Create new campaign

TEMPLATES

All templates

LISTS & SUBSCRIBERS

View all lists

REPORTS

See reports

Create & send new campaign

Campaign	Recipients	Sent	Unique Opens	Unique Clicks	Duplicate	Delete
AGENDA October 26, 2017 SA Meeting	3,248	15 mins ago	10.93% 355 opened	0.43% 14 clicked		
AGENDA October 19, 2017 SA Meeting	3,252	1 week ago	34.73% 1,129 opened	1.54% 50 clicked		
AGENDA October 12, 2017 SA Meeting	3,258	2 weeks ago	31.22% 1,017 opened	1.23% 40 clicked		
AGENDA October 5, 2017 SA Meeting	3,266	3 weeks ago	33.93% 1,108 opened	1.5% 49 clicked		
AGENDA September 28, 2017 SA Meeting	3,289	Thu, Sep 28, 2017, 03:43PM	36.99% 1,213 opened	1.55% 51 clicked		
NOTE CHANGE OF VENUE! September 21, 2017 SA Meeting	3,302	Wed, Sep 20, 2017, 05:33PM	41.52% 1,371 opened	2.24% 74 clicked		
AGENDA September 14, 2017 SA Meeting	3,327	Wed, Sep 13, 2017, 06:46PM	43.43% 1,445 opened	1.65% 55 clicked		
AGENDA September 7, 2017 SA Meeting	3,359	Wed, Sep 06, 2017, 05:15PM	47.77% 1,604 opened	1.34% 45 clicked		
AGENDA August 31, 2017 SA Meeting	3,402	Thu, Aug 31, 2017, 01:11PM	49.65% 1,689 opened	0.71% 24 clicked		
AGENDA August 24, 2017 SA Meeting	3,462	Wed, Aug 23, 2017, 07:41PM	53.63% 1,856 opened	1.01% 35 clicked		

5. Duplicate an existing Campaign

Office of the Assemblies

Student Assembly

All campaigns

Create & send new campaign

Campaign	Recipients	Sent	Unique Opens	Unique Clicks	Duplicate	Delete
AGENDA October 26, 2017 SA Meeting	3,248	16 mins ago	11.55% 375 opened	0.55% 17 clicked	Duplicate	Delete
AGENDA October 19, 2017 SA Meeting	3,252	1 week ago	34.73% 1,129 opened	1.54% 50 clicked	Duplicate	Delete
AGENDA October 12, 2017 SA Meeting	3,258	2 weeks ago	31.22% 1,017 opened	1.23% 40 clicked	Duplicate	Delete
AGENDA October 5, 2017 SA Meeting	3,266	3 weeks ago	33.93% 1,108 opened	1.5% 49 clicked	Duplicate	Delete
AGENDA September 28, 2017 SA Meeting	3,289	Thu, Sep 28, 2017, 03:43PM	36.89% 1,213 opened	1.59% 51 clicked	Duplicate	Delete
NOTE CHANGE OF VENUE! September 21, 2017 SA Meeting	3,302	Wed, Sep 20, 2017, 05:33PM	41.82% 1,371 opened	2.34% 74 clicked	Duplicate	Delete
AGENDA September 14, 2017 SA Meeting	3,327	Wed, Sep 13, 2017, 06:46PM	43.43% 1,445 opened	1.68% 55 clicked	Duplicate	Delete
AGENDA September 7, 2017 SA Meeting	3,359	Wed, Sep 06, 2017, 05:15PM	47.77% 1,604 opened	1.34% 45 clicked	Duplicate	Delete
AGENDA August 31, 2017 SA Meeting	3,402	Thu, Aug 31, 2017, 01:11PM	49.65% 1,689 opened	0.71% 24 clicked	Duplicate	Delete
AGENDA August 24, 2017 SA Meeting	3,462	Wed, Aug 23, 2017, 07:41PM	53.63% 1,856 opened	1.01% 35 clicked	Duplicate	Delete

6. Edit the Duplicated Campaign. It will appear greyed out at the top of the list.

- click "Edit"

Office of the Assemblies

Student Assembly

All campaigns

Create & send new campaign

Campaign	Recipients	Sent	Unique Opens	Unique Clicks	Duplicate	Delete
AGENDA October 26, 2017 SA Meeting Edit	-	-	-	-	Duplicate	Delete
AGENDA October 26, 2017 SA Meeting	3,248	20 mins ago	12.72% 413 opened	0.55% 18 clicked	Duplicate	Delete
AGENDA October 19, 2017 SA Meeting	3,252	1 week ago	34.73% 1,129 opened	1.54% 50 clicked	Duplicate	Delete
AGENDA October 12, 2017 SA Meeting	3,258	2 weeks ago	31.22% 1,017 opened	1.23% 40 clicked	Duplicate	Delete
AGENDA October 5, 2017 SA Meeting	3,266	3 weeks ago	33.93% 1,108 opened	1.5% 49 clicked	Duplicate	Delete
AGENDA September 28, 2017 SA Meeting	3,289	Thu, Sep 28, 2017, 03:43PM	36.89% 1,213 opened	1.59% 51 clicked	Duplicate	Delete
NOTE CHANGE OF VENUE! September 21, 2017 SA Meeting	3,302	Wed, Sep 20, 2017, 05:33PM	41.82% 1,371 opened	2.34% 74 clicked	Duplicate	Delete
AGENDA September 14, 2017 SA Meeting	3,327	Wed, Sep 13, 2017, 06:46PM	43.43% 1,445 opened	1.68% 55 clicked	Duplicate	Delete
AGENDA September 7, 2017 SA Meeting	3,359	Wed, Sep 06, 2017, 05:15PM	47.77% 1,604 opened	1.34% 45 clicked	Duplicate	Delete
AGENDA August 31, 2017 SA Meeting	3,402	Thu, Aug 31, 2017, 01:11PM	49.65% 1,689 opened	0.71% 24 clicked	Duplicate	Delete

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7. Begin Editing Your Agenda

- Be sure to edit the Subject Line, and change the date

Office of the Assemblies

Student Assembly

Edit campaign

Subject: AGENDA October 26, 2017 SA Meeting

Set a title for this campaign?

From name: Student Assembly

From email: sa@assembly.cornell.edu

Reply to email: studentassembly@cornell.edu

Plain text: Plain text of this email

Query string: Optionally append a query string to all links in your email newsletter. A good use case is Google Analytics tracking. Don't include " in your query string.

HTML code

Save and switch to HTML editor

Switch to HTML editor if the WYSIWYG editor is causing your newsletter to look weird.

Source

Styles

Format

Font

Size

Color

Background

Image

Link

Table

Form

Code

Undo

Redo

Print

Fullscreen

Exit

Cornell University Student Assembly

Student Assembly Meeting

October 26, 2017

4:45pm-6:30pm

Memorial Room - Willard Straight Hall

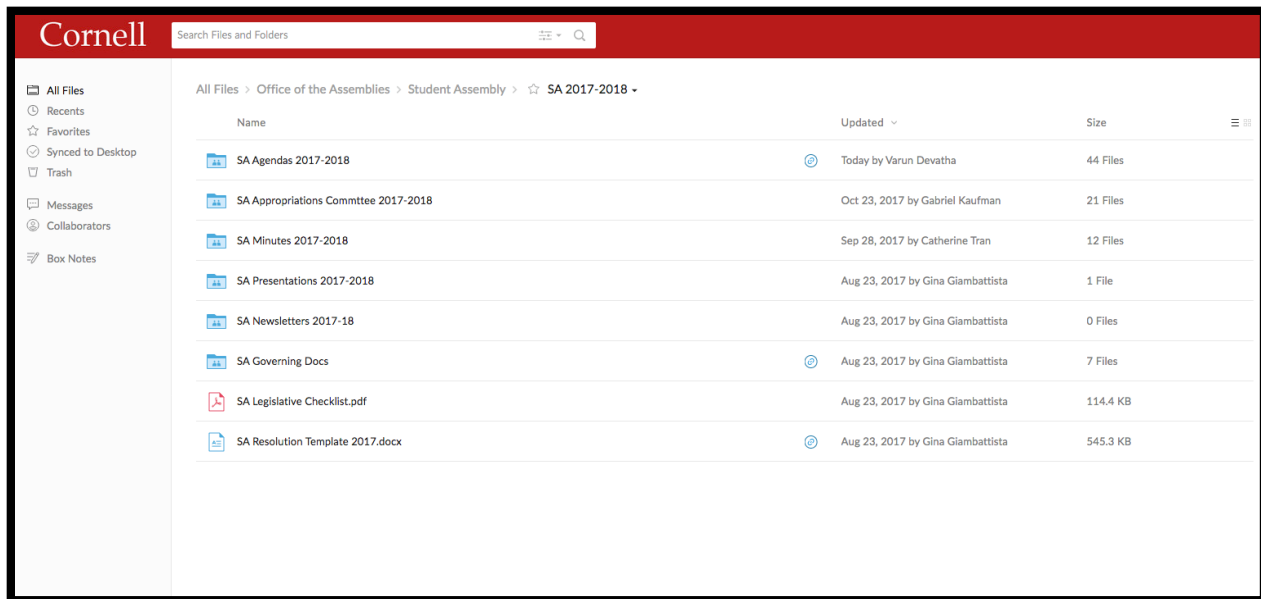
If you are in need of special accommodations, contact Office of the Assemblies at (607) 255-3715 or Student Disability Services at (607) 254-4545 prior to the meeting.

I. Call to Order & Roll Call

II. Open Microphone

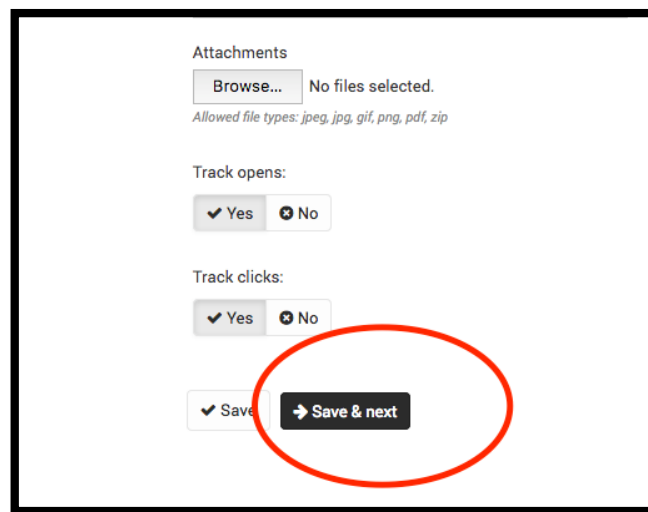
8. Open your BOX Folder (I usually keep it open in a different window)

- Reference the [“Quick Guide for File Sharing”](#) for instructions on copying files from the folders in Box.
- Be sure to change the “SHARE” setting to “PEOPLE WITH THE LINK”.
- **IF THIS IS NOT SAVED, NO ONE WILL BE ABLE TO ACCESS THE FILE.**



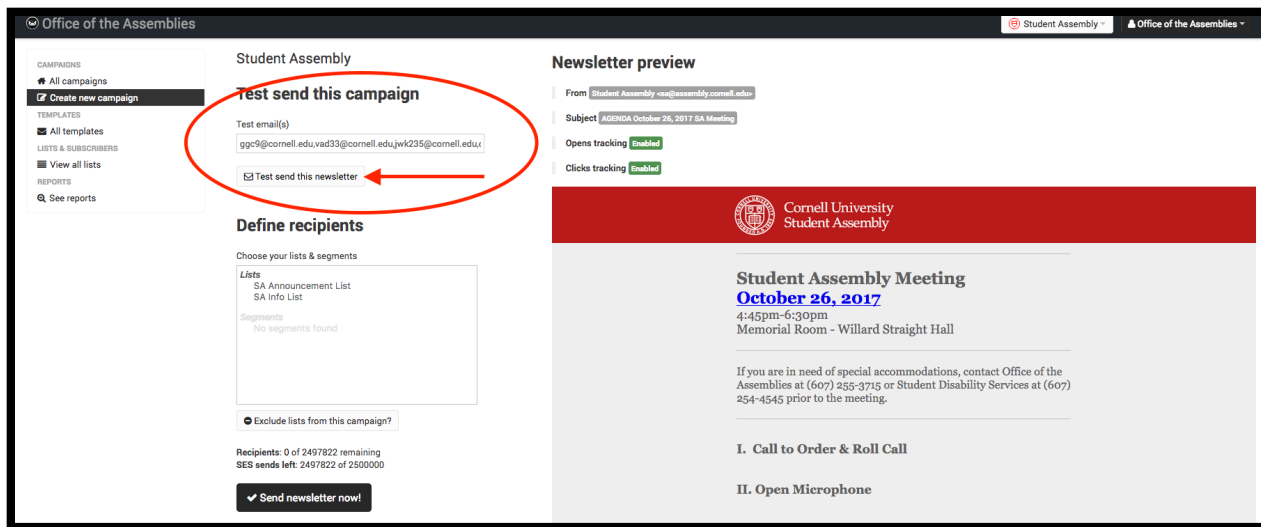
9. Update all of the links in the Sendy document using the links from the files in Box.

10. Click “Save & next” in Sendy (bottom left)



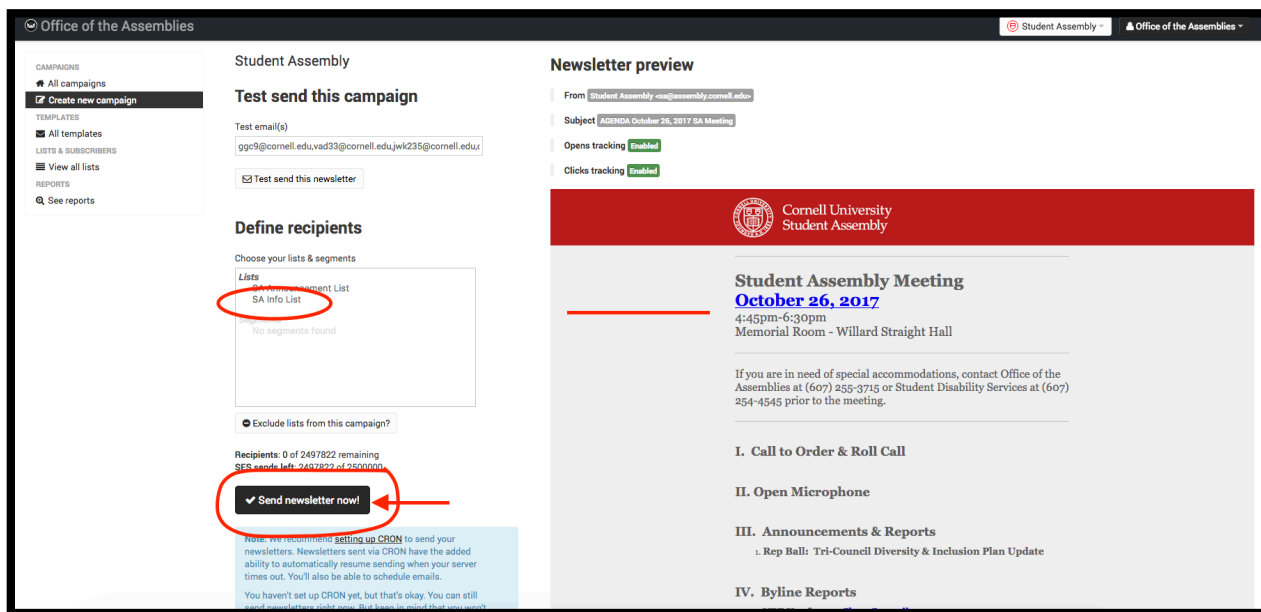
11. Test send the Message (Campaign)

- Enter email addresses of Test email recipients, separated by commas
- Alert the recipients that a Test is coming their way.
 - No Indicator appears on the Test message to distinguish it from the actual message.
- Click “Test send this newsletter”



12. Once Approved, Send Your Agenda

- Double-check the content, the links, the dates, subject line, etc.
- Select “YOUR ASSEMBLY Info List”
- Click “Send Newsletter Now!”



13. If you have any questions, please contact Gina at gina.giambattista@cornell.edu

14. Happy Sendy-ing