



Emailing Event Registrants or Committee Members

Guidance for Committee Chairs

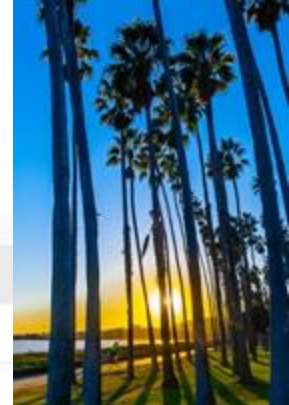
E-mailing your Registrants



Open the Event (or the Committee Sign-Up for the current term).


Click the “**Email Registrants**” button from the horizontal tool menu across the top of the screen.

E-mailing your Registrants




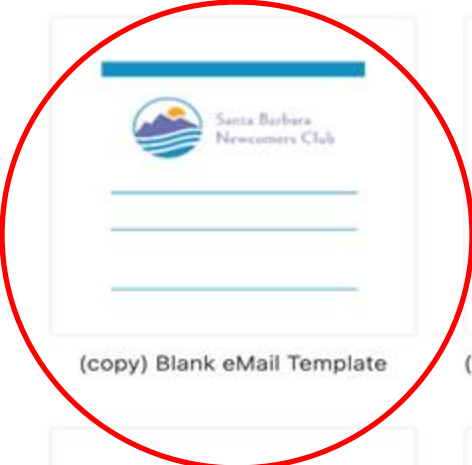
Tab groups

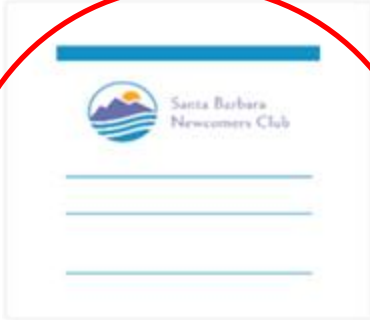
1. TEMPLATES 2. DESIGN 3. PREVIEW 4. RECIPIENTS 5. REVIEW AND SEND

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Select template

Saved Themed Basic






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1 Membership 3rd Year denial le...

E-mailing your Registrants



Fill in a title and
the body of the
email

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

Saving...


Layouts

- 1 column
- 2 columns
- Left sidebar
- Right sidebar
- 3 columns

Widgets

- Text
- Image

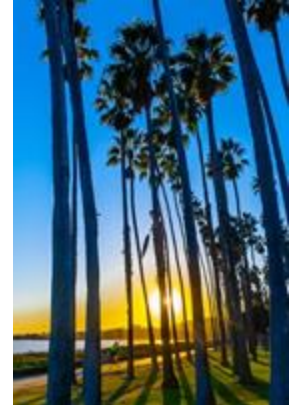
Drag widget here



Santa Barbara
Newcomers Club

➡ Your Email Title Here

E-mailing your Registrants



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

[Save](#) ✓ Saved at 2:28 PM

Choose recipients and subject

Recipients:

 **Current event registrants**

+ Contact

+ Contact list

[Clear all recipients](#)

A Message from Santa Barbara Newcomers

Type { to see available macros

Reply to:

VP Activities BoardMember E

activities@sbnewcomers.org

[Change reply to](#)

Tracking:

☒ Enable link and open email tracking

Notice that the recipients** of your email will AUTOMATICALLY be the "Current even registrants."

**If you are using this feature to email your Committee Members - they will be the "Current event registrants."

Make sure you keep your Committee Membership up to date on the Committee Sign-up Event for the current term.

Change the default subject line to something that will catch your readers' attention!