


Email Bulletin to Multiple Groups

From the Dashboard or Menu:

1. Select 'Bulletins'.



2. Click on the radio button by the bulletin you would like to send.

Bulletin Image	Select	Bulletin Name
	<input type="radio"/>	<u>Missing Person 4-19-13</u>

3. Select 'Email' on the right.



4. Click 'Select Contacts' to choose multiple groups from your contacts list.



5. Check the box by each group you would like to include.

☐ All Groups

☒ Contact Us List (0) ☐ Mailing List (1) ☐ Not Grouped (0) ☐ Tip List (0)

6. Now you have the following options:

- a. Check the 'Select All' box to send to all the selected group's contacts,



- b. Check the box by each name in your selected groups that you

wish to send your bulletin,

<input type="checkbox"/>	et
<input type="checkbox"/>	R
<input checked="" type="checkbox"/>	Rich

or

- c. Check the 'Select All' box; then, uncheck the boxes by those contacts to whom you do not want to send your bulletin.

7. Select 'Submit'.



8. Enter a subject line for your bulletin.

Step 2: Enter Subject Line

9. Choose the date on which you would like your bulletin to begin being sent.

Enter the date to begin sending

Start Date

(MM/DD/YYYY)

10. In step 4 you have the option to send your bulletin to all your contacts at one time or spread them out over time by choosing to send it to a specific number of contacts per day.



The screenshot shows two radio button options separated by the word "OR". The first option is "Send to all selected contacts at one time" with an unselected radio button. The second option is "Send to" followed by a text input field and the text "Up to 1,000 per day" below it, with a selected radio button.

11. Step 5 allows you to add a 'Contact Us' button ☒ Contact Us on your bulletin email by checking the box.

12. You may test the looks of your bulletin email by selecting 'Send Test Bulletin' and filling in your email address. This will send your bulletin immediately for your review.

13. When you are satisfied, select 'Send'.