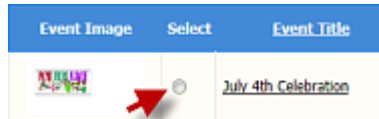


Email Event to Multiple Groups

From the Dashboard:

1. Select the icon you have chosen for the Calendar.
2. Check the box by the event you would like to send.



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.



6. Now you have the following options:

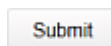
- a. Check the 'Select All' box to send to all the selected groups' contacts,
- b. Check the box by each name in your selected groups that you



wish to email, or

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

7. Select 'Submit'.



8. Enter a subject line.

Step 2: Enter Subject Line


9. Choose the date on which you would like your event to be sent.

Start Date

(MM/DD/YYYY)

10. By checking the boxes in step 4, you may add a 'Contact Us' button

☒ Contact Us on your email and for branded apps, an 'App Store

Links' button  [App Store Links](#) that will take recipients to your App in their app store.

11. You may test the looks of your email by selecting 'Send Test Email'



and filling in your email address. This will send your event immediately for your review.

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

