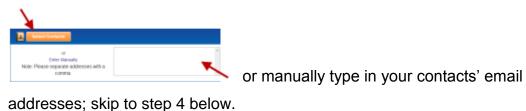
Email Bulletin

To email individual contacts:

1. Click 'Select Contacts' to choose from your contacts list



To email multiple groups:

- 2. Click 'Select Contacts'.
 - a. Check the box by each group you would like to include.



- b. Now you have the following options:
 - i. Check the 'Select All' box selected groups' contacts,
 - ii. Check the box by each name in your selected groups that



- iii. Check the 'Select All' box; then, uncheck the boxes by those contacts you do not want to send your bulletin.
- 3. Select 'Submit'. Submit
 4. Enter a subject line.
- 5. Choose the date on which you would like your bulletin to begin being sent.



 In step 4 you have the option to email 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.



- 7. Step 5 allows you to add a 'Contact Us' button on your bulletin email by checking the box.
- 8. You may test the looks of your email by selecting 'Send Test Bulletin'

 Send Test Event and filling in your email address. This will send the bulletin immediately for your review.
- 9. When you are satisfied, select 'Send'.