

## Email Event

### To email individual contacts:

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




or manually type in your contacts' email addresses; skip to step 4 below.


### 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  to send to all the selected groups' contacts,
- ii. Check the box by each name in your selected groups that



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you wish to send your event, or

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

3. Select 'Submit'. 

4. Enter a subject line.

Step 2: Enter Subject Line

5. Choose the date on which you would like your event to begin being sent.

Enter the date to begin sending

Start Date  
  
(MM/DD/YYYY)

6. In step 4 you have the option to send 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 image shows two radio button options for email distribution. The first option is selected and is labeled "Send to all selected contacts at one time". The second option is labeled "OR" and is followed by a radio button. To the right of the second radio button is a text input field labeled "Send to" with the text "Up to 1,000 per day" below it.

7. Step 5 allows you to add a 'Contact Us' button ☒ Contact Us on your event email by checking the box.
8. You may test the looks of your email by selecting 'Send Test Event'  and filling in your email address. This will send the event immediately for your review.
9. When you are satisfied, select 'Send'.