Email Update to Multiple Groups

From the Dashboard or Menu:

1. Select 'Updates'.

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

3. Select 'Send' 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 group's contacts,

   b. Check the box by each name in your selected groups that you wish to send

   your update, or

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

7. Select 'Submit'.

8. Enter a subject line for your update.

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

10. In step 4 you have the option to send your update 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.

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

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

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