



# To send a Bulk E-mail in the VBSA Admin Portal using the various Member Reports

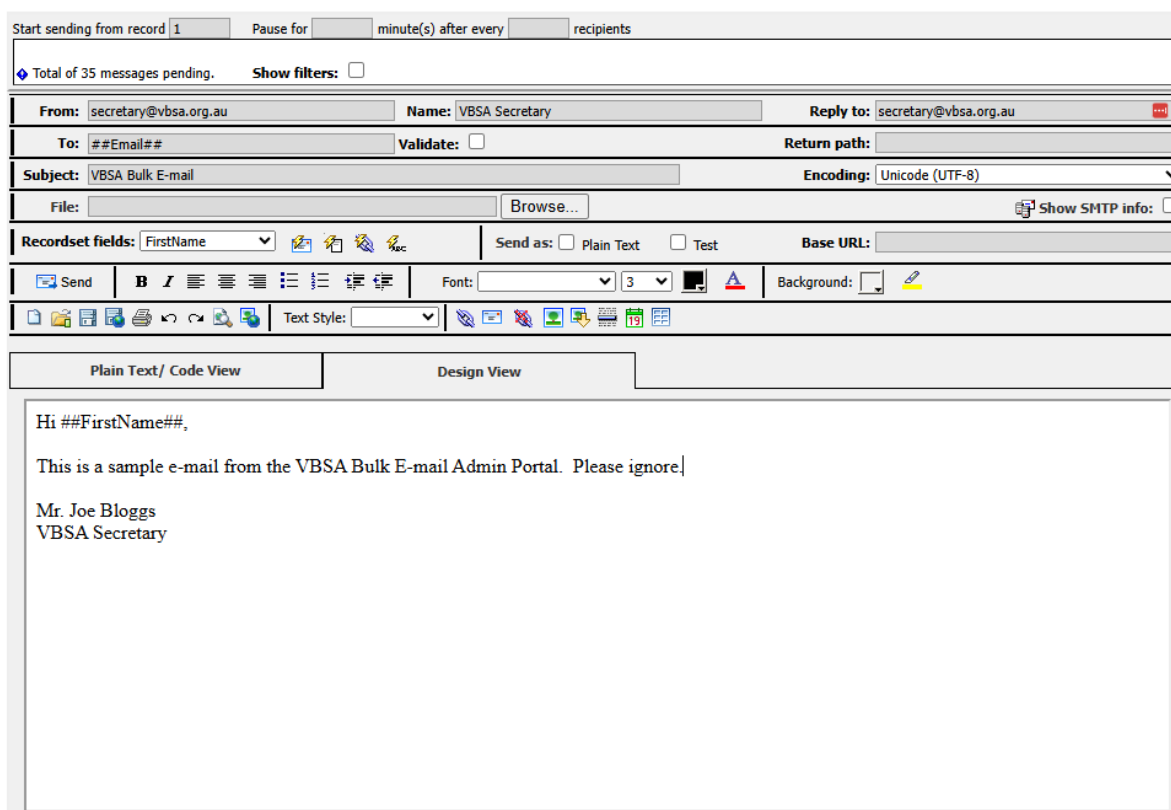
Important: If you want to include an attachment, click on "Please upload it Now" **before** you start setting up your email. See following screenshot.

Would you like to send an attachment? [Please upload it now](#)

When the Report page opens scroll, to the bottom of the page to see the bulk email interface.

1. Type your email address in both the "From" and the "Reply to" fields.
2. Type your name, e.g. VBSA Secretary, in "Name" field.
3. From "Recordset fields" select "Email". Click the  button and it will add this field into the "To" field.
4. Enter the Subject of your e-mail.
5. If required, attach a file. See above. Only certain file types allowed to be attached.
6. Select "Design View". This allows a greater degree of formatting options.
7. Type your message.
8. To personalise your message, at the start of the message area, type a greeting e.g. "Hi" followed by a space. Then from "Recordset fields" select "Firstname". Click the  button and it will add the "Firstname" field into the Message box. This will reflect the first name of the person to receive the email. You can add additional personalisations if you wish.
9. Click "Send" then OK to Continue when prompted.
10. Bulk Emails are only sent to members who have consented to receive emails AND have an email address.

This is how your email should look before you send it



The screenshot displays the VBSA Bulk E-mail Admin Portal interface. At the top, there are controls for sending: "Start sending from record 1", "Pause for" (input field), "minute(s) after every" (input field), and "recipients". Below this is a status bar showing "Total of 35 messages pending." and a "Show filters:" checkbox. The main form contains fields for "From:" (secretary@vbsa.org.au), "Name:" (VBSA Secretary), "Reply to:" (secretary@vbsa.org.au), "To:" (##Email##), "Validate:" (checkbox), "Return path:", "Subject:" (VBSA Bulk E-mail), "Encoding:" (Unicode (UTF-8)), "File:" (with a "Browse..." button), and "Recordset fields:" (a dropdown menu currently showing "FirstName"). There are also "Send as:" options (Plain Text, Test) and a "Base URL:" field. A toolbar with various icons is visible below the form. At the bottom, there are tabs for "Plain Text/ Code View" and "Design View". The "Design View" tab is active, showing a preview of the email content: "Hi ##FirstName##.", "This is a sample e-mail from the VBSA Bulk E-mail Admin Portal. Please ignore|", and "Mr. Joe Bloggs VBSA Secretary".