

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

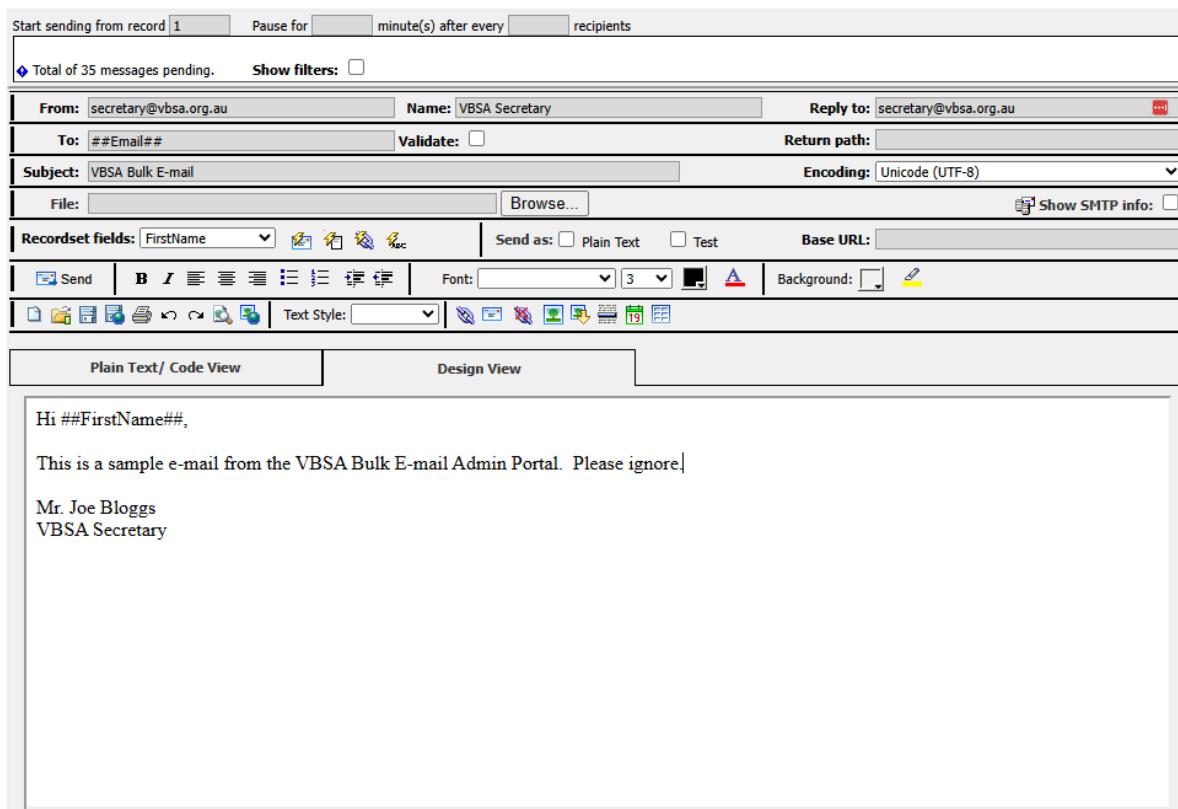
Important: If you want to include an attachment, click on “Please upload it Now” **before** you start setting up your email. See following screenshot.

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 shows the VBSA Bulk E-mail Admin Portal. At the top, there are settings for sending: "Start sending from record 1", "Pause for [ ] minute(s) after every [ ] recipients", and a note "Total of 35 messages pending." Below this is a "Show filters: ". The main message editor has fields for "From: secretary@vbsa.org.au", "Name: VBSA Secretary", "Reply to: secretary@vbsa.org.au", "To: ##Email##", "Validate: ", "Subject: VBSA Bulk E-mail", "Encoding: Unicode (UTF-8)", "File: [ ] Browse...", "Recordset fields: FirstName", "Send as: Plain Text  Test ", "Base URL: [ ]", and "Show SMTP info: ". Below the editor are toolbar buttons for Send, Bold, Italic, Underline, etc., and a preview area. The preview area shows the message content:

Hi ##FirstName##,  
This is a sample e-mail from the VBSA Bulk E-mail Admin Portal. Please ignore.  
Mr. Joe Bloggs  
VBSA Secretary