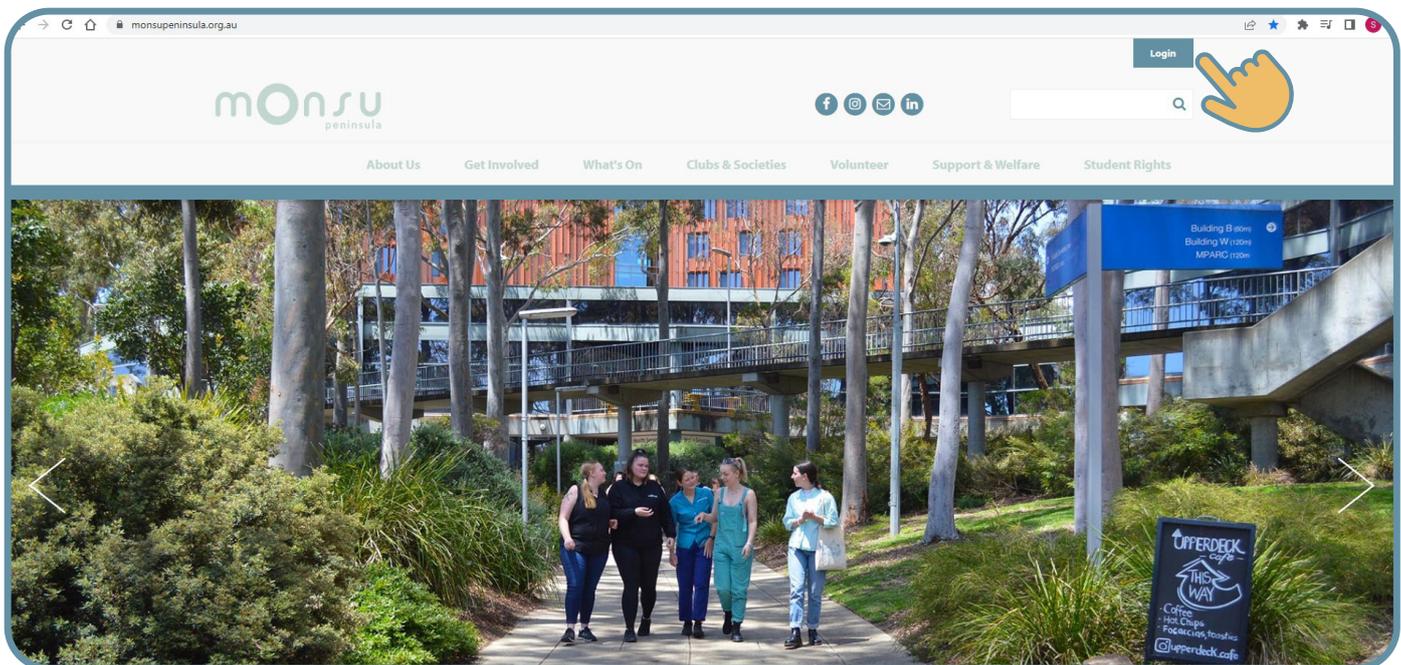
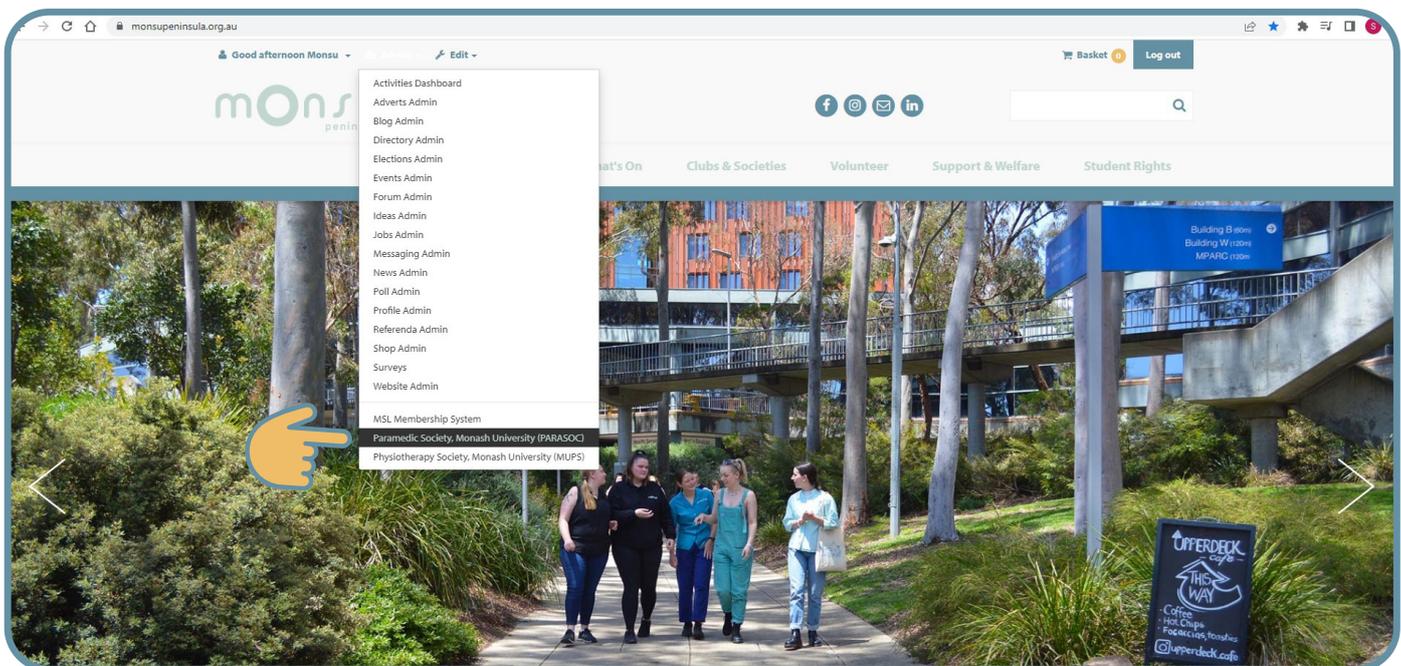


Bulk emailing guide

STEP 1: Open the MONSU Website and make sure you are **LOGGED IN**

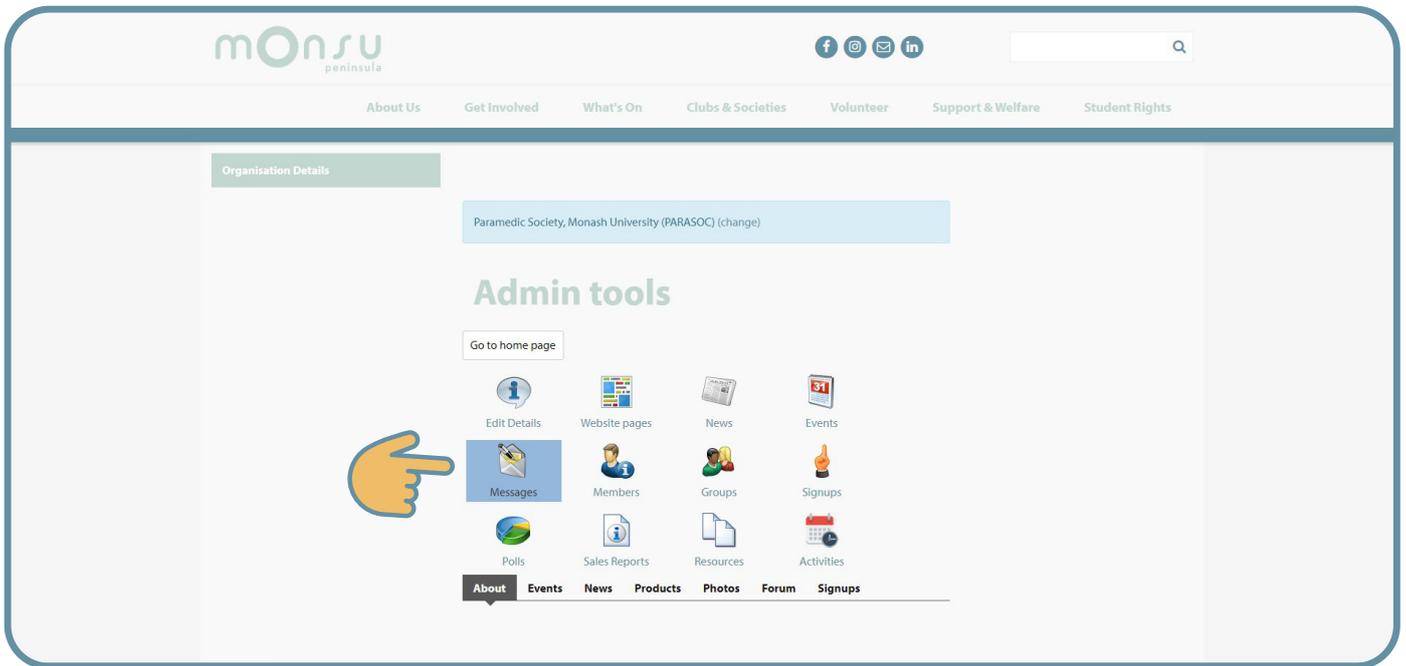


Step 2: Click on 'Admin' up the top and select your club from the drop down box

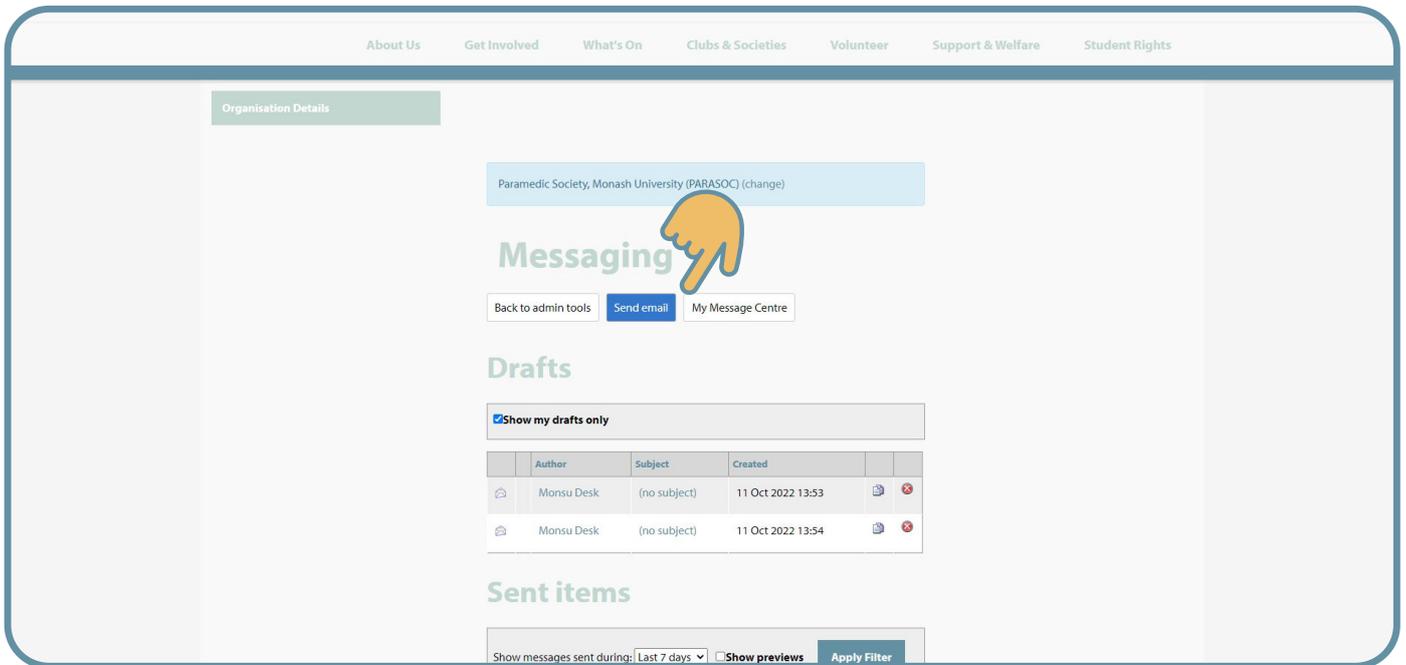


Bulk emailing guide.....

Step 3: Click on the "Messages" icon

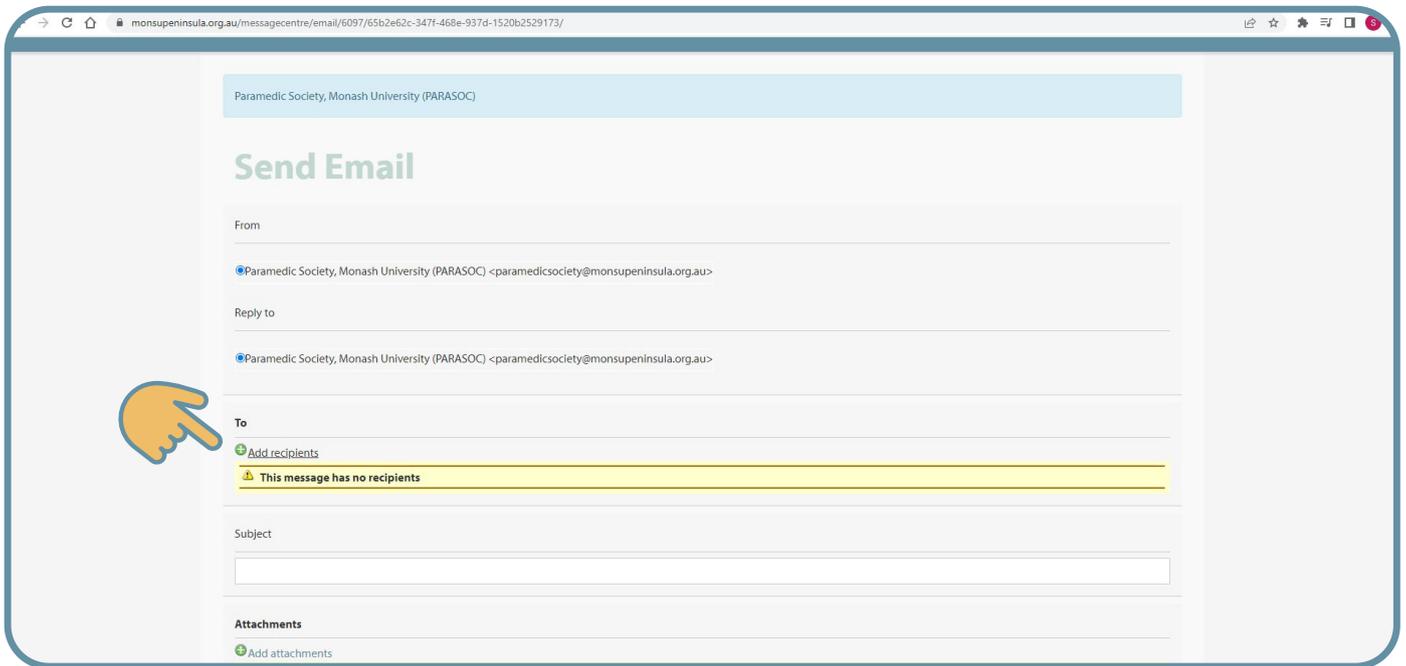


Step 4: Click "Send email"

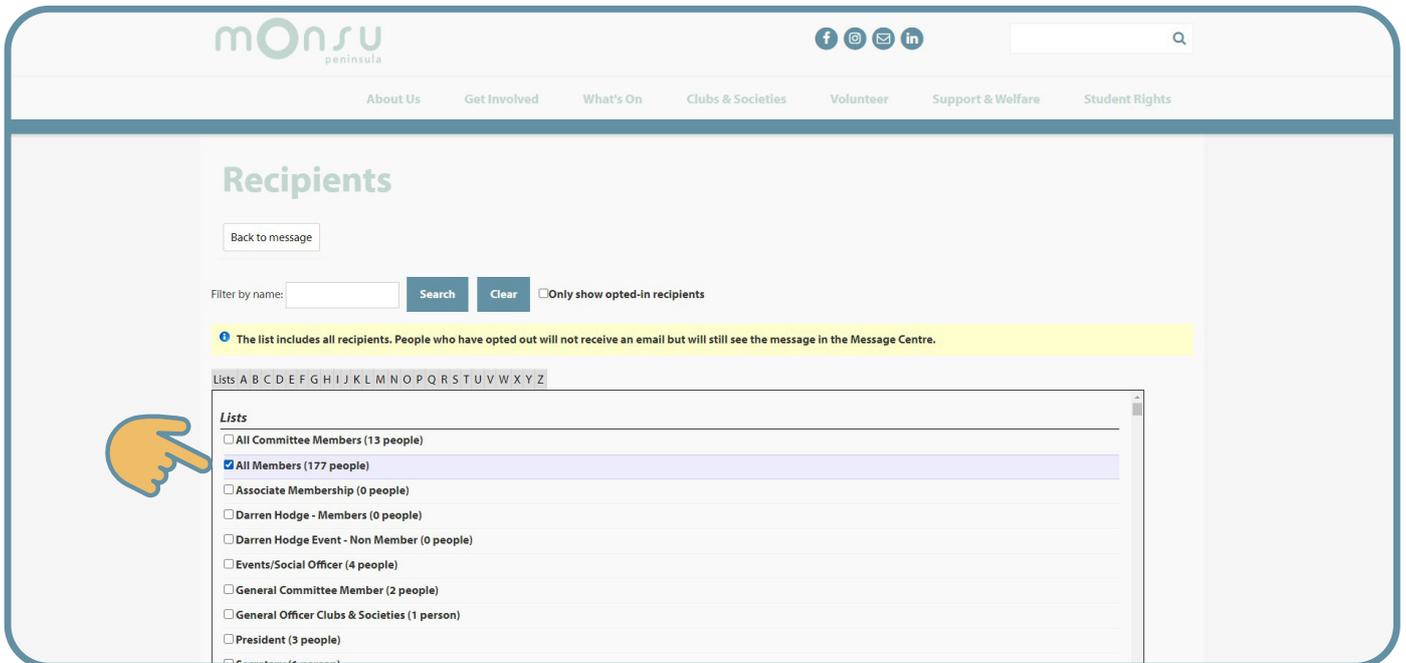


Bulk emailing guide.....

Step 5: Click "Add recipients"



Step 6: Select "All Members" then click "Add Recipients"



Bulk emailing guide.....

Step 7: Enter your subject line, message & any attachments

The screenshot shows the email composition interface for 'monsupeninsula.org.au'. The 'To' field is set to 'All Members' with 177 recipients. The 'Subject' field is empty. The 'Attachments' section shows 'Add attachments' and a message 'This message has no attachments'. The 'Google campaign tracking' section has a checkbox for 'Track this email' which is unchecked. The 'Template' section has an empty dropdown and an 'Apply template' button. The 'Message Text' section has a rich text editor with a toolbar and a text area containing 'Add a message here'. Two orange hand icons point to the 'Subject' and 'Attachments' sections.

Step 8: Once you are done click send. If you want to see the email first use the send preview and enter an address to preview from

This close-up screenshot focuses on the bottom of the email composition interface. It shows the 'Message Text' section with a rich text editor toolbar and a text area containing 'Add a message here'. Below the text area is a 'body p' text area. At the bottom, there are four buttons: 'Send', 'Save as draft', 'Cancel', and 'Send preview'. An orange hand icon points to the 'Send preview' button.