

## Notes on Sending emails from Webcollect

Since December 2018 the club has been using Webcollect for the sending of emails to club members for club trips, etc., this has been found to be a more reliable method for members to receive emails. There were on-going issues with using the [members@integratepaddling.org.uk](mailto:members@integratepaddling.org.uk) email list. The following is an outline for the steps to send emails. Further general WebCollect assistance can be found online (<https://webcollect.org.uk/help-topic/emailing-my-members>)

### Who can send emails

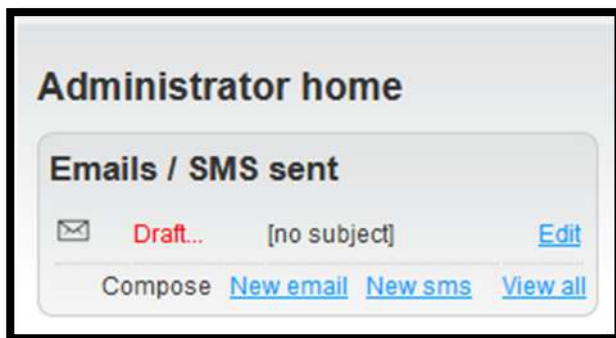
Currently, the sending of emails is limited to the regular trip organisers / leaders.

### How do I send an email?

After successfully logging into WebCollect, there is a link “Admin home” at the very top of the page.



Clicking on this will bring you to a dashboard screen, where you can create a new email (“New email”).



Now you can start to compose the email.

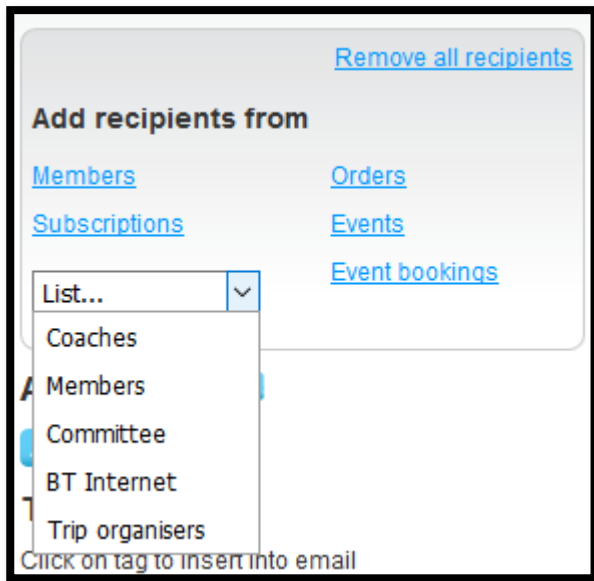


An example of previous email is shown below.

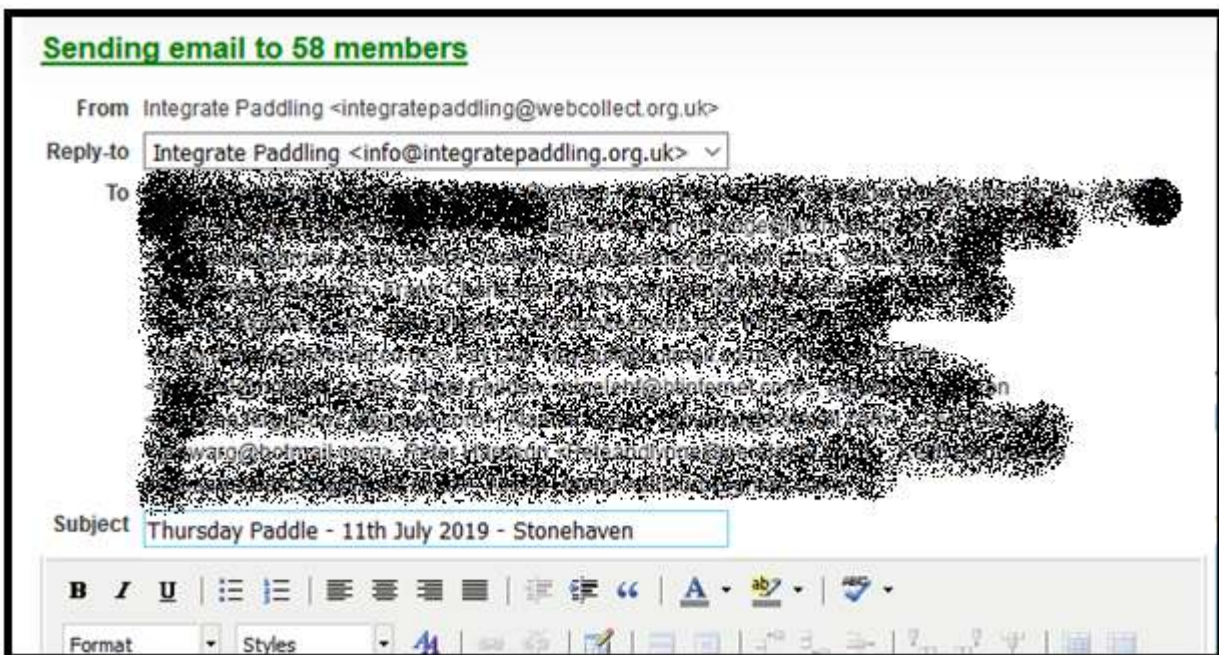


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Before you send this email, you need to select who is this being sent to, this is done by adding the members from the dropdown list on the right-hand side of the page, on some devices (Android, etc.) this list does not always work, this is an issue with the site, not your device.



This will then add all the current members of the club's members list – the number shown might be different to what you see – email addresses hidden in screenshot



## I have finished my email and I want to send

Click on the "Send" button at the bottom of the screen and this will then email all the club members. It also possible to save your email as a draft and send later.

