## 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 <u>members@integratepaddling.org.uk</u> email list. The following is an outline for the steps to send emails. Further general WebCollect assistance can be found online (<u>https://webcollect.org.uk/help-topic/emailing-my-members</u>)

### 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.



# Notes on Sending emails from Webcollect

An example of previous email is shown below.

Email	Preview this draft Delete this draft
Sending email to 0 members	
From Integrate Paddling <integrate Reply-to Integrate Paddling <info@ii< th=""><th>paddling@webcollect.org.uk&gt; ntegratepaddling.org.uk&gt; ~</th></info@ii<></integrate 	paddling@webcollect.org.uk> ntegratepaddling.org.uk> ~
To Subject Thursday Paddle - 11th July	2019 - Stonehaven
B <i>I</i> <u>U</u>   ⊟ ⊟   ≣ ≡ ≡ ≡	連 律 "   🛕 - 💇 -   🎔 -
Format • Styles • 4	• ≪   <b>≤</b>   = =   = <sup>*</sup> = , ⇒   <sup>9</sup> m m <sup>9</sup> ¥   <b>≡</b> ≡
All,	^
I am volunteering to organise the club paddle this coming Thursday is looking really good.	on Thursday, this week it will be from <b>Stonehaven</b> . The forecast for
Given the good forecast and the proximity of th	e boats, this would be a great paddle for recent sign offs.
We still have a good amount of daylight so me after that would be good.	eeting around 6pm and getting on the water as soon as possible
There are still some birds with chicks visible of flight, though we should be aware of not caus	on the cliffs, though these are growing less as the chicks start ot take ing stress to nesting birds.
I will be at Stonenaven from about 5:30pm on	wards.
Clearly if the forecast alters markedly I will ma	ike other plans,
Forecast	
Wind	8mph (bottom end force 3) from the North East
Primary Swell	0.8 - 1 ft
Overhead Conditions	Forecasted Sunny
Tide: Low	2:59AM
Tide: High	9:27AM
Tide: Low	3:43PM
Tide: High	10:16PM
Sunset	10:00PM
Last Light	11:03PM
Forecast	https://magicseaweed.com/Stonehaven-Surf-Report/40/
This trip is open to anyone of signed off to the	club 2* standard and higher (this includes all recent sign offs), but
Path: div	li.
Save as draft > Send >	



## Notes on Sending emails from Webcollect

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.

	Remove all recipients
Add recipients from	ı
Members	<u>Orders</u>
Subscriptions	Events
List 🗸	Event bookings
Coaches	
/ Members	
Committee	
BT Internet	
Trip organisers Click on tag to Insert Into e	email

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

From	Integrate Paddling <integratepaddling@webcollect.org.uk></integratepaddling@webcollect.org.uk>
Reply-to To	Integrate Padding <info@integratepadding.org.uk> &gt;</info@integratepadding.org.uk>
Subject	Thursday Paddle - 11th July 2019 - Stonehaven

## 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.

Path: p
Save as draft > Send >

