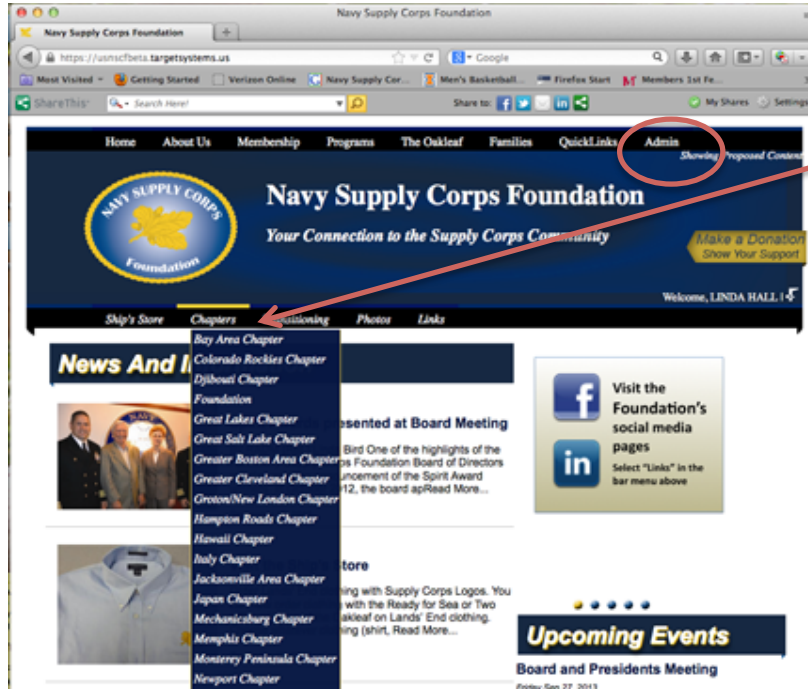


# Navy Supply Corps Foundation

Web  
Instruction  
Sending  
an email to  
your Chapter



## Web Administrator Training - Send Email to Chapter Members



Once you log in, select your Chapter from the Chapter list and you will be on your Chapter's site. 'Admin' will appear in the top right corner of the screen. Click on "Admin" and you will get the list of options below.



Select "Email Users" to send an email to your Chapter list.

## Web Administrator Training - Send Email to Chapter Members (Continued)

To send an email to your members, select "Email members" on the Index page.



Fill in the Subject line, place your cursor in the Body block and the CK Editor will come up. Type your message.

To send a message to an individual, type in the first and last name and email address, if you have it. With the last name you can do a Search.

To send a message to all members, make sure your Chapter is the dropdown and click Search.

## Web Administrator Training - Send Email to Chapter Members (Continued)

To send an email to your Chapter, select your chapter and search to get a list of all your members in the "Search Results."

"Select All" at the bottom of the list in "Search Results" and all names will appear under "Selected Email Recipients."

Click on "Send Email" once all recipients have been selected.

To send to an individual or individuals, select that name(s) by clicking on "Add" in front of their name(s) in "Search Results." You can select multiple individuals for an email by repeating the search function for each name. Names you have "added" will appear in "Selected Email Recipients."

The screenshot displays the web administrator interface for sending emails to chapter members. It is divided into three main sections:

- Search:** A form with input fields for "First Name:", "Last Name:", "Email:", and a dropdown menu for "Chapter:" (set to "Detroit"). A "Search" button is located at the bottom right.
- Search Results:** A table with columns for "Name" and "Email". The table contains 12 rows of member information. At the bottom of the table, there is a "Select All" link and a "Showing 1 to 10 of 12 entries" indicator.
- Selected Email Recipients:** A table with columns for "Name" and "Email". The table contains 12 rows of member information, each with a "Remove" link in the first column. At the bottom of the table, there is a "Send Email" button and a "Showing 1 to 10 of 12 entries" indicator.

Blue arrows point from the text instructions to the corresponding elements in the interface: one arrow points to the "Search" button, another points to the "Select All" link, and a third points to the "Send Email" button.

(Names and emails blocked for privacy.)