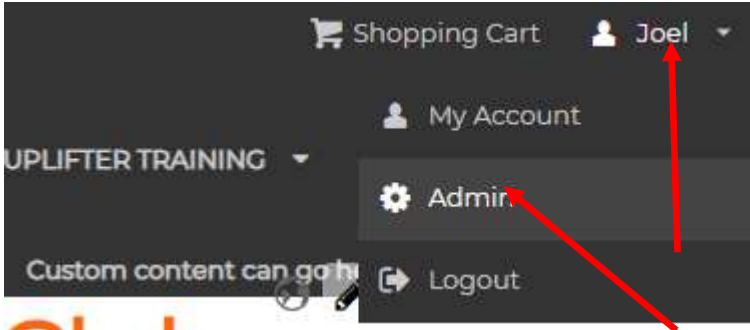
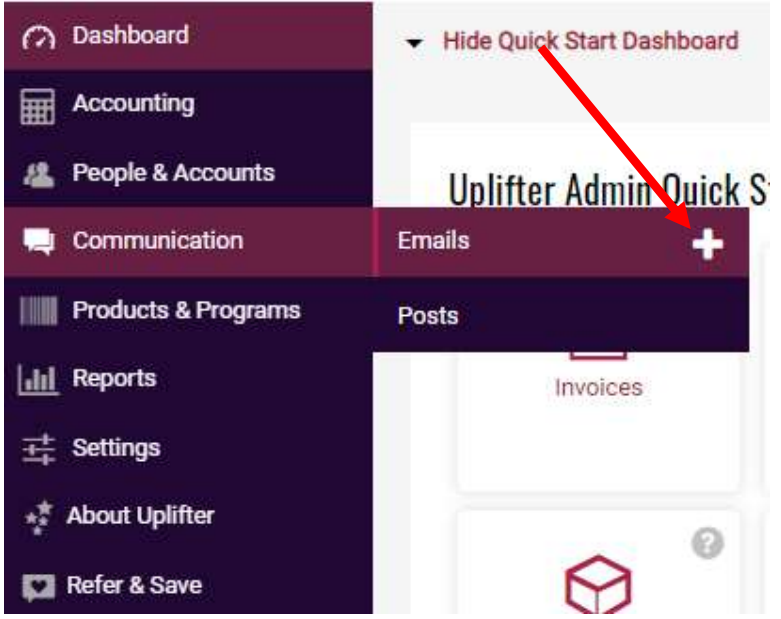


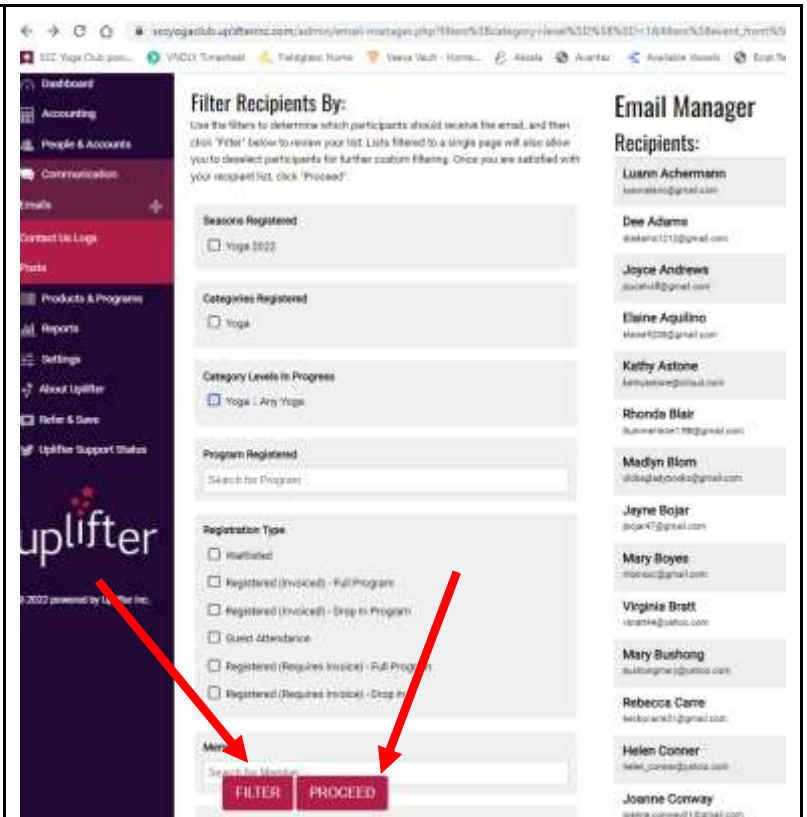
SCC Yoga Club	<b>Current Best Approach</b>
	How to e-mail members

**Activity:** Create and send an e-mail

**Prerequisite:** SCC Yoga Club Uplifter access

Procedure:Step	Detail
<p>1. Login to Uplifter then hover over your name and select “Admin”</p>	<p>SCCYogaClub.Uplifterinc.com enter your username and password</p>  <p>The screenshot shows a user profile dropdown menu for 'Joel'. The menu items are: My Account, Admin (highlighted with a red arrow), and Logout. A red arrow also points to the user name 'Joel' at the top of the menu.</p>
<p>2. Down the left side, select Communication&gt;&gt;Emails and click the “+” to create a new e-mail.</p>	 <p>The screenshot shows the Uplifter Admin Quick Start dashboard. On the left is a navigation menu with items: Dashboard, Accounting, People &amp; Accounts, Communication, Products &amp; Programs, Reports, Settings, About Uplifter, and Refer &amp; Save. The 'Communication' menu item is expanded, showing 'Emails' and 'Posts'. The 'Emails' item has a red '+' icon next to it, which is highlighted by a red arrow. The main content area shows 'Uplifter Admin Quick S' and 'Invoices'.</p>

3. On the left side, filter the recipients. In this example, since no filter is checked off, all active members will receive the e-mail. Select “Filter” to populate the recipients and then “Proceed”



4. Compose your e-mail.  
To reach all members choose the Communication List “Transaction and Service Notifications”.

Add attachments by choosing a file from your computer.

5. When satisfied with your email, click “SEND”

## Compose Email

Subject:

My e-mail

From:

SCC Yoga Club - Treasurer <joelsails1@gmail.com>

Communication List:

Transaction & Service Notifications

Message:

FILE ▾ EDIT ▾ VIEW ▾ INSERT ▾ FORMAT ▾ T/

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Dear [member first name],

This is my teaching e-mail.

Joel

Attachments

Choose File No file chosen

+ Add Attachment

Attachments must not be larger than 2 MB and must be of a standard file type (eg. PDF, Word Doc, Excel, jpg, etc.). You can only add a maximum of 3 attachments

SEND

Attachments

Choose File No file chosen

+ Add Attachment

Attachments must not be larger than 2 MB and must be of a standard file type (eg. PDF, Word Doc, Excel, jpg, etc.). You can only add a maximum of 3 attachments

SEND



ISSUE	CHANGE HISTORY	DATE
1	New issue per Joel Richmond	01-04-2022