

Send An Email To All Volunteers

What this is

This will show you how to send an email to all volunteers in your database. Volunteers designated as 'inactive' will be skipped.

How to do it

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| <p>Step 1</p> | <p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p> | |
| <p>Step 2</p> | <p>In the Administrative Area, click in the panel on the left side of the page labeled 'Communications.'</p> | |
| <p>Step 3</p> | <p>Near the upper middle of the page, click the down arrow under 'Send an E-Mail to a Group of Volunteers'.</p> <p>Click on 'All Volunteers on File'.</p> | <p>Send an E-Mail to a Group of Volunteers</p> |
| <p>Step 4</p> | <p>You can check the list of recipients by clicking on 'Show Recipient List'.</p> <p>Click on 'Hide Recipient List' to shrink the box back down.</p> | |
| <p>Step 5</p> | <p>Type in a Topic and a Message for your email. You may use the tools above the Message box for formatting.</p> <p>Note: text must be selected (highlighted) to format it.</p> | |
| <p>Step 6</p> | <p>When you are satisfied with the formatting, click 'Send Email Now'.</p> | |