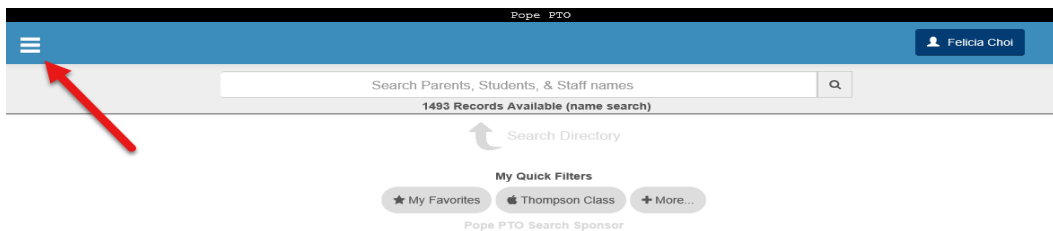


How To Email Your Committee Using AtoZConnect

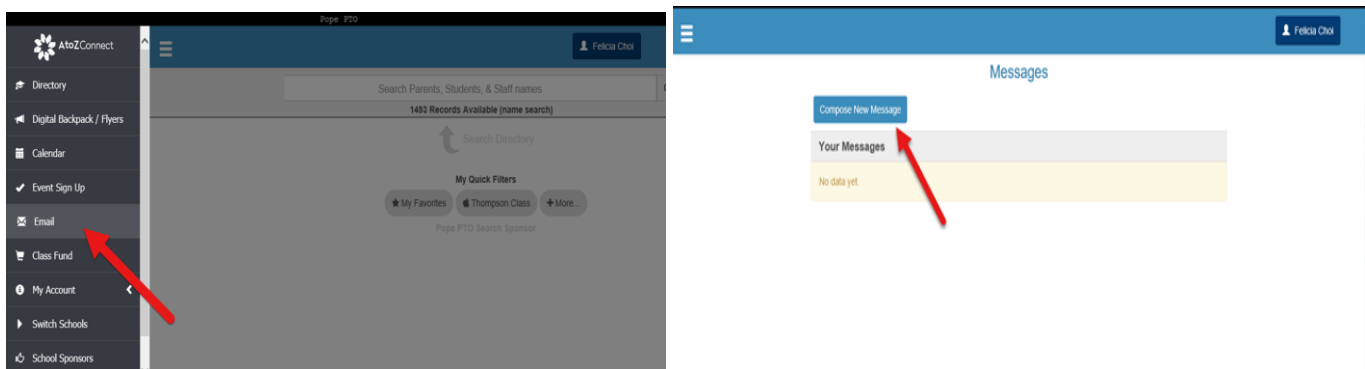
Each of you has been setup in AtoZConnect as an Event Chair. This means you have more administrative privileges around emailing and event setup in AtoZConnect. Below are instructions for emailing the parents in your committee.

CAUTION: You have been granted ADMIN privileges in AtoZConnect and WILL email all 700+ parents if you are NOT careful. Proceed cautiously – hit “Send” ONLY after checking and double-checking your work!

Step 1: Login to AtoZConnect using your “Event Chair” account and click on the “Hamburger” menu:



Step 2: Select “Communications->“Email”->“Compose New Email”:



Step 3: Select “Add new sender profile”, complete the boxes with your information, and click save (After you have done this once, your name will be in the “Sender Profile” drop-down to select for future emails) then click “Next” or click on Step 2 – “Compose”.

Step 4: Continue on through the remaining steps of the online email wizard to compose and send your email.

Compose

When composing your message, you can use “Merge Fields” that will then auto-populate with each parent’s information (i.e. the example below would display in the email as “Dear Felicia,”).

Compose Message

Sender **Compose** Recipients Review

Subject

Merge Fields
First Name ▼

<P> Source

Dear %first_name%,

Recipients

On the Recipients section, choose “Edit Recipients” then check the box for your committee on the right-hand side under “Subscription Lists”. Choose “Preview Recipients” to see a list of committee members who will receive the email.



(we only display users who have have email addresses AND who have not unsubscribed from receiving emails)

If you need to fine tune your selection, we recommend using the Advanced Filters section.

Select Recipients or choose mailing list (optional) ▼

User Type ?

Students

Others

Parents

Teachers

Staff

Event Chair

Jr. Admin

Sr. Admin

with information that has been... ?

Unverified

Verified

Is Member ?

No

Yes

Subscription List(s)

100th Day Committee (Kinder

5th Grade Celebration

Adventure Dash Committee

Birthday Billboard Committee

Boo Bash Committee

BoxTops Committee

Digital Backpack

Fathers-n-Flashlights Commi

Field Day Committee

Or send to specific user(s) by selecting below ?

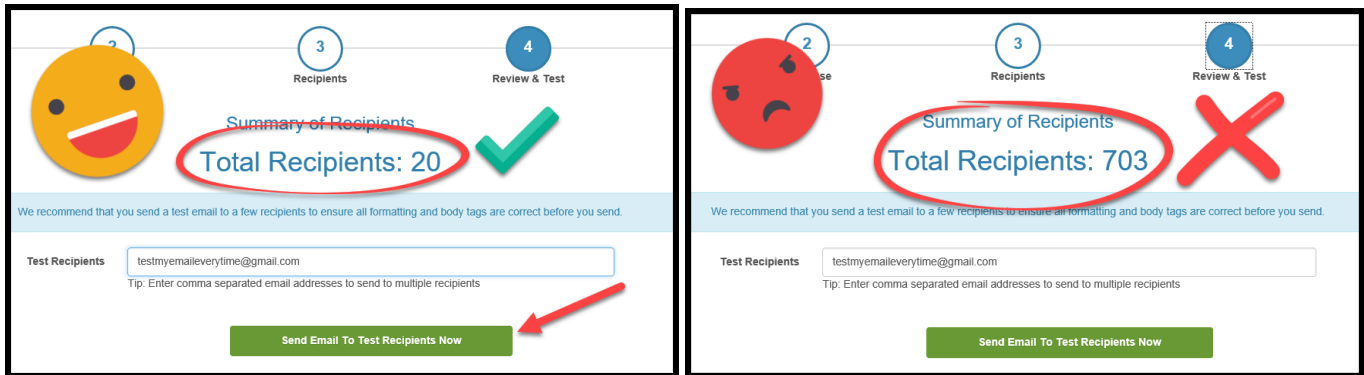
Please select

Begin typing a persons name above.



Review & Test

ALWAYS send yourself a test first. **ALWAYS** check that total number of recipients looks correct!



Save & Confirm

On the final step, review your draft email one last time, double-check total recipients, and click "Send". That's it - let the cloud do the rest...!