

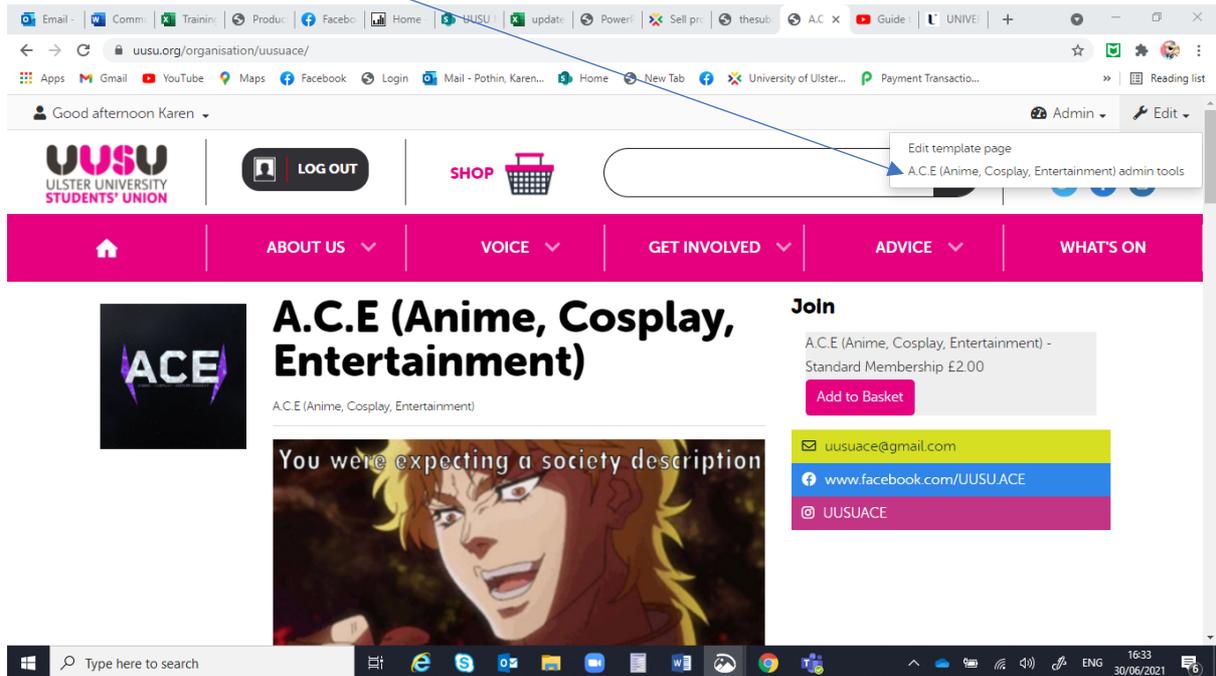
How to contact your members

Secretary's this one is for you!

Keeping in touch with your members is vital to ensure they stay engaged, from that initial 'hello & thank you' email to keeping in touch with them throughout the year to let them personally know what events you are running!

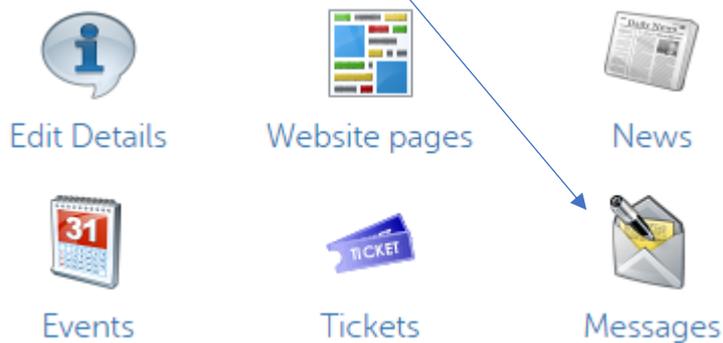
Your UUSU webpage allows you to do just that.

Log on to your webpage



The screenshot shows a web browser displaying the UUSU website. The user is logged in as 'Good afternoon Karen'. The website header includes the UUSU logo, a 'LOG OUT' button, and a 'SHOP' icon. The main navigation bar has links for 'ABOUT US', 'VOICE', 'GET INVOLVED', 'ADVICE', and 'WHAT'S ON'. The main content area features the A.C.E logo and the text 'A.C.E (Anime, Cosplay, Entertainment)'. Below this, there is a 'Join' section with a membership fee of £2.00 and an 'Add to Basket' button. Contact information is provided, including the email 'uuspace@gmail.com', the Facebook page 'www.facebook.com/UUSUACE', and the Instagram handle 'UUSUACE'. A blue arrow points from the 'Log on to your webpage' text to the 'Admin' dropdown menu, which is open to show 'A.C.E (Anime, Cosplay, Entertainment) admin tools'.

Admin tools select Messages



The screenshot shows the Admin Tools menu with six options: 'Edit Details', 'Website pages', 'News', 'Events', 'Tickets', and 'Messages'. A blue arrow points from the 'Admin tools select Messages' text to the 'Messages' icon, which is highlighted with a blue border.

Select Send Message

Messaging

Back to admin tools Send email My Message Centre

From

A.C.E (Anime, Cosplay, Entertainment) <uusuaace@gmail.com>
 Karen Pothin <k.pothin@ulster.ac.uk>

Reply to

A.C.E (Anime, Cosplay, Entertainment) <uusuaace@gmail.com>
 Karen Pothin <k.pothin@ulster.ac.uk>

Always send member emails out using your society email address not your own one!

To

 This message has no recipients

Click on the To button to open up your member lists

Lists

- All committee members (5 people)
- All members (67 people)
- Associate Membership (0 people)
- Campus Picnic (5 people)
- Hot Chocolate and Candy Canes (2 people)
- Hot Chocolate and Cookies (5 people)
- Standard Membership (67 people)

You can select to send emails out to All members (this list is same as standard)

Or you can create a group to send your emails out too. For example, if you ask members to pre sign up to an event (using the sign up option or sell tickets) it will allow you to create a mailing list just for those people

There is also the option to select members individually- this will be used when you run your member report & see that new people have signed up and need to send them a 'Welcome' email.

B

Once you have decided who needs to receive the email select Add Recipients

Subject

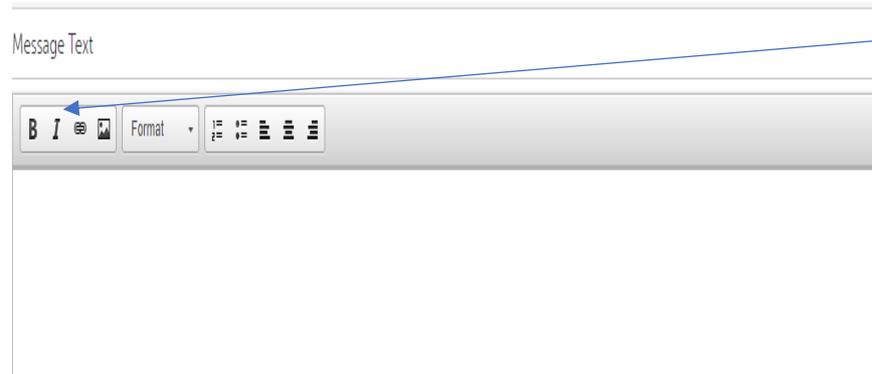
Attachments

 This message has no attachments

Add in your email subject line- remember to make it appealing so people will open it!

You can add attachments if you want to send members anything in advance of meetings- click on Attachments to locate from your own files

You are now ready to write your email!



In box write out your email!

You can format
Add in pictures
Add links to external sites
such as reminder to your
social media accounts!



If you are happy with your email you can send away You can now send your email, save as a draft or you can send a preview to yourself to see what it looks like