

How do I send emails to Committee members?

Zach W. - 2024-11-13 - [Committees](#)













You can send emails to follow committee members right on the committee. To learn how to do this please follow the steps below:

1. Please go to your District webpage and click on the **Login** link at the top right of the page. Then enter your login details and login.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To create a district committee, click on the **Organization** tab on the grey menu bar.
4. Next, click on the **District Committees** link on the blue menu bar
5. Find the committee you would like to email and are a member of. Click on the committee's name.

Committees

<< Current: 2020 - 21 >>

Add New Committee

Name	Chair	Type	Actions
District Governor (Director: Carlo Digg)			
Board		Private	   
Demo Committee			   
District Secretary (Director: Annetta Blackboro)			
Website Committee	Abe Aaronson		   









Total: 3 committee(s)

6. Click on the **Email** tab on the menu bar.

Members Subcommittees Documents **Email**

☐ Sort using first name

Add Member

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Boyd, Russell	Teal County	Secretary		1-(785)959-7024	rboyd@example.com	 
Edwards, Ernest	Azure Metro	Chair		1-(202)516-9719	Ernest.Edwards@example.com	 
Gibson, Anna	Azure Metro	Member		1-(703)134-2117	Anna.Gibson@example.com	 
Murphy, Patricia	Red Town	Member		1-(817)572-7081		 

Total: 4 member(s)

7. To create a new email, click the **Compose new message** button near the right.

Members Subcommittees Documents **Email**

Please note that this screen only displays emails that were created in the past 3 months. Drafts will also remain in the system for 3 months.

Show All Emails **Compose new message**

8. This will take you the create email page. From here you can select who you want to send the email to and enter the content of the email.

9. The first step is to select your recipients. The recipients are other members in the committee. On the left you will see **Step 1**. In this area you can select who you would like to send the email to. Please click on the check mark box to select the members who you would like to receive the email.

Note: You may need to click on the plus (+) sign to expand the group to select members.

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

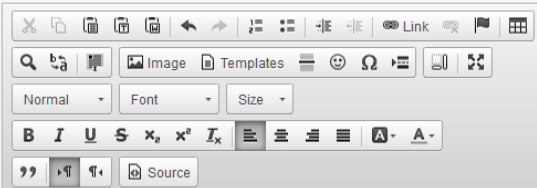
☒ Fundraising Committee (0/1)

Step 2:

Enter your email subject and message.

Subject *

+ Templates and Merge Fields



Dear \$NICK_NAMES\$ \$LAST_NAMES\$,

Charles Hampton

Rotary Club of ~~Greentown~~

10. The next step is to enter the subject of your email and enter the body of your message.

Note: You cannot send an email without a subject.

11. Step 3, is for adding attachments to the email. Click the **Select Files for Upload** to locate the file on your computer to attach.

Step 3 (Optional):

Upload attachments to your email.

Select Files For Upload

Maximum 5.00 MB per file
Total attachment size: 0 B/6.00 MB

12. Step 4, gives you two options:

- **Send a list of recipients as an attachment** - This will attach a text file with the other receipts you sent the email to. This way the receipts can see who else received the email.
- **Copy me on this email** - This will send you a copy of the email after you send it.

Step 4:

Choose your email options and send.

☒ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☒ Send me a copy of this email

13. Step 5, allows you to send the email at a different date and time.



Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

☐ Send right now

☒ Schedule

Choose the date and time to schedule when you want to send this email to the selected recipients.
You can still use "Send to Myself" to preview the email.

 at 

14. At the time is the send options.

- **Send** - This immediately send the email to your recipients.
- **Save as Draft** - This saves the email so you can send it later.
- **Send Test Email To Myself Only** - This send the email just you to, so you can preview it.

Send Test Email To Myself Only

Save as Draft

Send

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- [How do I add a member to a District Committee?](#)
- [How do I carry over Yearly Committees?](#)
- [How do I post Documents for a Committee?](#)
- [How do I create a District Committee?](#)