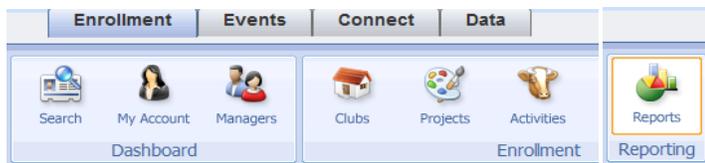
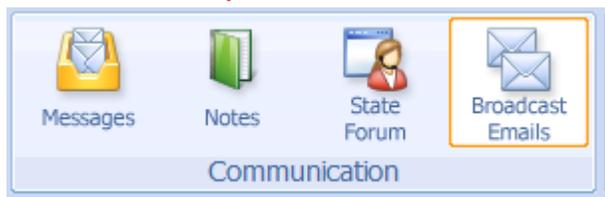


### STEP 1: CREATE CONTACT LIST



1. Click the [Enrollment] tab.
2. Click the [Reports] icon.
3. Click the [Custom] link on the left side of the screen.
4. Create a report that includes the family/member email addresses of the people the report should be sent to.

### STEP 2: CREATE/SEND EMAIL MESSAGE



1. Click the [Connect] tab.
2. Click the [Broadcast Emails] icon.
3. Click the [Add Broadcast Email] link.
4. Type an email title in the dialogue box that pops up.
5. Click the [Create Email] button.
6. Click the radial button beside [Send To Members] or [Send to Families] or [Send to Managers].
7. Click the orange [Continue] button.
8. Type the [Subject] of the email.
9. Click the orange [Save] button.
10. Click the orange [Continue] button.
11. Create the email text. Small-sized graphics, links, etc., can be included. You can also include certain fields in 4-H Online inside of your email. Click on the [Merge Fields/ Docs] box to the left. You can also attach a direct link to any document you have uploaded by clicking on the [Newsletter] link at the top of the merge box (Family on one side—Newsletter will appear on the other if you have a newsletter uploaded already.).

12. Click on the "Preview Email" box to view what the email will look like.
13. Click on the orange [Save] button.
14. Click on the orange [Continue] button.
15. Click the "Select Report(s)."
16. Click on the custom report that you created in step 1. If you have more than one custom report that you are sending the email to, click on all of them.
17. Click the orange [Save] button.
18. You will be returned back to the Report Selection screen and will see a list of those scheduled to receive the email. If completed and ready to advance, click the orange [Continue] button.
19. Click the [Send Now] checkbox.
20. Click the orange [Finish] button if the email is ready to be sent. The email send cannot be undone.

NOTE: Configuration—

- Send to Unsubscribed: Overrides the family's choice to unsubscribe from 4-H Online emails.
- Remove Unsubscribed Link: Send email with no "click here to unsubscribe" option.
- Use My Email as Reply to: Sends from the manager account creating the email. Otherwise, the email will come from no-reply@4honline.com, which prevents replies.
- Send Test Message: ONLY if text-messaging is selected on the profile screen, and a message is entered on the layout screen.
- You must always SAVE before going to Layout.

NOTE: Newsletters that have been uploaded can be merged into the message, creating a clickable link that goes directly to the uploaded document. Documents must be PDF and make sure the name doesn't include punctuation marks. Upload before starting the email.

Note: You can Save a message if you need to finish it later.