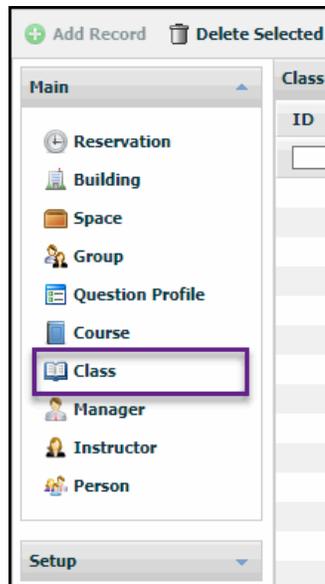




Send a Mass Email

1. Select the **Class** menu option from the **Main** menu.



2. Click into the Class to which the Mass Email will be sent.

3. In the **Registration** tab, click the **Envelope Icon** to the left of the registrant list.

The screenshot shows the 'Registration' tab of a software interface. At the top, there are fields for 'Class Number' (18-19 Flyers Club Before & After (Option 2)), 'Program' (Flyers' Club Before and After School), 'Course' (Flyers' Club Before and After), and 'Conf. Email'. To the right, there are 'Status' (Complete), 'Enrolled' (5), and 'Waitlist' (0) fields. Below these are tabs for 'General', 'Instructor & Expenses', 'Schedule', 'Arrangements', 'Registration', 'Waitlist', 'Receipt', and 'Invoice'. The 'Registration' tab is active, showing a sub-tab 'Registration Email'. A table lists registrants with columns for Date, Name, Status, Reference, Method, Paid, and Balance. An envelope icon is highlighted in the left margin of the table. At the bottom, there are 'Reports', 'Cancel', and 'Save' buttons.

Date	Name	Status	Reference	Method	Paid	Balance
7/30/2018	Bennett, Timmy	Enrolled	10146062	ePayment	\$0.00	\$0.00
7/30/2018	Herlache, Alex	Enrolled	10048018	ePayment	\$0.00	\$0.00
7/30/2018	Herlache, Brett	Enrolled	10048018	ePayment	\$0.00	\$0.00
7/30/2018	Lamb, Alex	Enrolled	10243011	ePayment	\$0.00	\$0.00
7/30/2018	Lamb, Samson	Enrolled	10243011	ePayment	\$0.00	\$0.00

4. After clicking the Envelope Icon, select the email platform in which the Mass Email will be sent.

This screenshot is a closer view of the 'Registration Email' sub-tab. A dropdown menu is open, showing three options: 'Email', 'GMail', and 'Outlok 365'. The 'Email' option is currently selected. The background table from the previous screenshot is partially visible.

Name	Status	Reference	Method	Paid	Balance
Bennett, Timmy	Enrolled	10146062	ePayment	\$0.00	\$0.00
Herlache, Alex	Enrolled	10048018	ePayment	\$0.00	\$0.00
Herlache, Brett	Enrolled	10048018	ePayment	\$0.00	\$0.00
Lamb, Alex	Enrolled	10243011	ePayment	\$0.00	\$0.00
7/30/2018 Lamb, Samson	Enrolled	10243011	ePayment	\$0.00	\$0.00

5. A new window will open, launching the selected email platform. At the same time, the Account Holder's email addresses will auto-populate the BCC field (except in Office 365 as noted below). Enter the appropriate admin email address in the **To** field, add a **Subject** and **Message**, then **Send**.

- Office 365 does not support the auto-fill of "bcc" in emails.
- For Office 365 users: After selecting **Office 365** as noted above, Admin/Users must cut participant email addresses out of "To" email field, and then paste these email addresses into "bcc" field. Add Admin/User email address to "To" field, enter a Subject and Message, and then Send.