

HOW TO SEND A MASS EMAIL

Go to <https://calvinleetepto.membershiptoolkit.com> and login to your account.

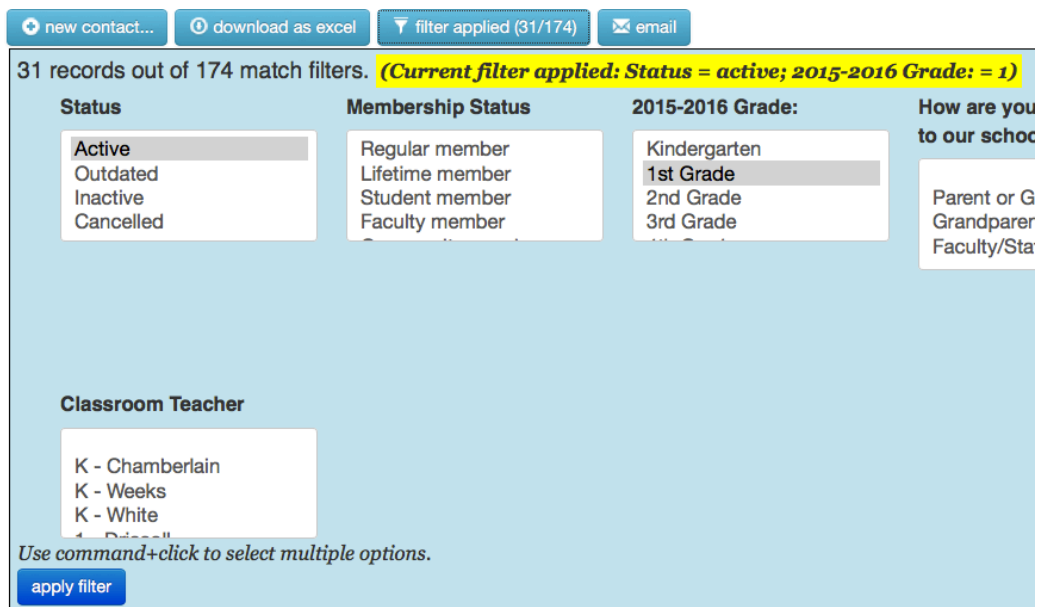
Click "dashboard" in the upper corner.

Click the grey text "active contacts".

TO SELECT ONLY ONE GRADE OR CLASS:

Click the blue "filter applied" button.

- When the pulldown box appears, select the grade(s) you would like to email from the **2015-2016 Grade** box.
- To include faculty and staff, select the appropriate grade(s) from the **Faculty/Staff, please select all grade levels...** box.
- If you just want to email one class, select it from the **Classroom Teacher** box.
- When you've made your selection, click the blue "apply filter" button



The screenshot shows the top navigation bar with buttons for "new contact...", "download as excel", "filter applied (31/174)", and "email". Below this, a yellow banner states "31 records out of 174 match filters. (Current filter applied: Status = active; 2015-2016 Grade: = 1)".

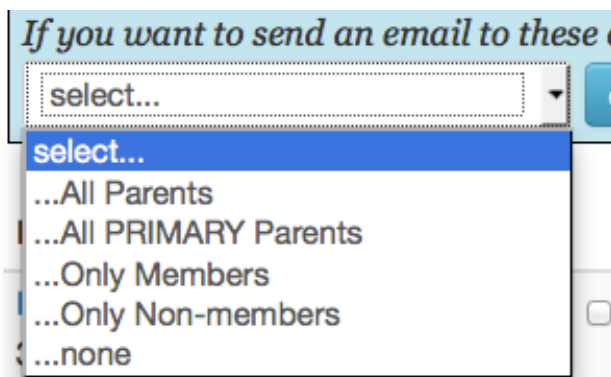
Status	Membership Status	2015-2016 Grade:	How are you to our scho
Active Outdated Inactive Cancelled	Regular member Lifetime member Student member Faculty member	Kindergarten 1st Grade 2nd Grade 3rd Grade	Parent or G Grandparen Faculty/Sta

Below the table, there is a "Classroom Teacher" section with a dropdown menu showing options: "K - Chamberlain", "K - Weeks", "K - White", and "1 - D...".

At the bottom, there is a note: "Use command+click to select multiple options." and an "apply filter" button.

Click the blue email button.

Select ALL PARENTS in the pull down box.



The screenshot shows a dropdown menu titled "If you want to send an email to these c". The menu is open, showing a list of options: "select...", "...All Parents", "...All PRIMARY Parents", "...Only Members", "...Only Non-members", and "...none".

- All Primary Parents gets you only the person who created the account
- Only Members = people who paid dues
- Only non-members = only people who did NOT pay dues

Click the blue compose button.

Enter your email in the send a copy to box if it isn't showing that it's coming from you.

You can schedule a day and time to send it or leave it blank to send immediately.

Just write your email or cut and paste your text.

Send.