

MyEvent Email Blast Guide

Step 1 : Navigate to Promote

The screenshot shows the MyEvent interface with the following elements:

- Navigation tabs: Site Builder, Administration, **Promote**, Reports
- Sub-navigation: Promote (selected), Contacts, Emails
- Breadcrumbs: PROMOTE >> EMAILS
- Section title: Emails
- Step 1 instruction: Step 1. Select contacts / Enter emails
- Buttons: Address Book
- Form: Email addresses (empty text area)
- Footnote: Please enter one email address per line. You have a limit of 5 emails.

Step 2 : Select the categorie(s) and click **Next**

The screenshot shows the MyEvent interface with the 'Address Book' modal dialog open. The dialog contains the following elements:

- Modal title: Address Book
- Instruction: Select the list(s) that you want to receive this email. You will be able to select or de-select individual emails from the list(s) in the next step.
- Checkboxes:
 - Classmate
 - Classmateregistration form
 - Contact form
 - Memorial
 - Ticket: RSVP
 - Transaction
- Buttons: Next

Step 3 : Choose and select Add selected contacts

Site Builder

Promote

PROMOTE » EMAILS

Emails

Step 1. Select

Address Book

Email addresses

Please enter one email address

Step 2. Enter the

From name

Kennedy High of 75

The name of the person the email is sent from

Email subject

Email content

System F

<input checked="" type="checkbox"/>	Bruce Shari	shari@education@gmail.com	Contact form
<input checked="" type="checkbox"/>	Ed Foster	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Jacob Sutherland	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Rose Washington	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Max Lowe	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Donald Thompson	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Donna Lee	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Edward Freedman	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Edwin Franklin	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Bruce Shari	@gmail.com	Contact form
<input checked="" type="checkbox"/>	ernautdatheand6c0+77ataqmfrijs@gmail.com	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Adrian Russell	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Beth Kimball	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Tamara Brakken Knudson	@gmail.com	Contact form
<input checked="" type="checkbox"/>	Jim Seim	@outlook.com	Contact form

Check/Uncheck all

Add selected contacts Close

Step 4 : Compose Email and click [Send this email](#)

Important : Please verify that all Email Addresses are valid, Please Do not include a picture or file in the content of the email

Emails

Step 1. Select contacts / Enter emails

[Address Book](#)

Email addresses

testemail004@gmail.com
testemail003@gmail.com
testemail001@gmail.com
testemail000@outlook.com

Please enter one email address per line. You have a limit of 500 emails.

Step 2. Enter the subject, content and details for your email

From name

Kennedy High of 75

The name of the person the email is being sent from.

Reply to name

John Doe

If someone clicks on reply to this email it will be sent to this name.

Reply to email

Oliverstone@outlook.com

This is the email address that will be used if someone clicks reply to this email.

Email subject

Reunion Event Update

Email content

↩ ↪ System Font 12pt Paragraph B U I ↷ A ↷

Hello fellow classmates of Kennedy High School Graduates of 1975,

The wait is now over, the official reunion date is decided to be on October 24th, 2015!
Please purchase your tickets at your earliest convenience.

Press ALT+O for help

35 words Build with [tinyMCE](#)

Step 3. Test your email (Optional)

[Test this email](#)

Step 4. Send your email to the selected contacts

[Send this email](#)


Step 4 : Wait patiently for the emails to be processed and verify

Site Builder Administration **Promote** Reports

Promote Contacts **Emails**

PROMOTE » EMAILS BATCH

Broadcast Email Report

Filter your emails batch 

Page 1 25 items per page All

Subject	Scheduled at	Sent at	Opened %
Reunion Party Email!	2024-08-31 19:02:49	2024-08-31 19:10:50	(188/361) 52%


Step 5 : Check if your emails has been received

Site Builder Administration **Promote** Reports

Promote Contacts **Emails**







PROMOTE » EMAILS » REUNION PARTY EMAIL!

Email Details - Reunion Party Email!

Filter your emails 

Page 1 25 items per page

Search Reset

Email	Reply To	Scheduled at	Sent at	Opened at	View
!@comcast.net	committee@gmail.com	2024-08-31 19:02:50	2024-08-31 19:10:06	2024-08-31 20:29:06	
@amcsalesinc.com	committee@gmail.com	2024-08-31 19:02:53	2024-08-31 19:10:19	2024-08-31 21:37:19	
@aol.com	committee@gmail.com	2024-08-31 19:02:54	2024-08-31 19:10:25	2024-09-01 06:32:01	
@gmail.com	committee@gmail.com	2024-08-31 19:02:58	2024-08-31 19:10:50		
@advisorsmarketingmn.com	committee@gmail.com	2024-08-31 19:02:55	2024-08-31 19:10:27	2024-08-31 21:59:20	
@gmail.com	committee@gmail.com	2024-08-31 19:02:51	2024-08-31 19:10:12	2024-08-31 20:49:57	
@gmail.com	committee@gmail.com	2024-08-31 19:02:50	2024-08-31 19:10:04		