Directions for sending emails to the membership

Go to: http://www.ihcus.org/amember/admin/

Sign In:

User Name: secretary

Password: xxxxxxxxx (contact webmaster for password)

Click on: Email Users

Change the following to something that reflects the content of the email. Always include IHCUS in the subject:

Use CTRL key to click on the following groups:

Active users of "Individual Membership"

Active users of "Household Membership for 2"

Active users of "Household Membership for 3"

Active users of "Household Membership for 4"

Active users of "Honorary Membership"

Active users of "Local Club"

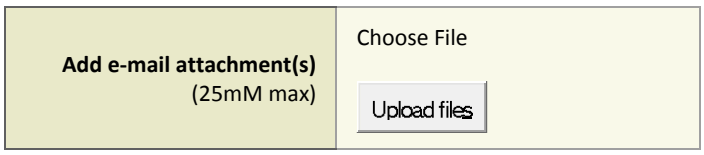
Once everyone is highlighted:

Type in the text you want.

You may use following tags to personalize email: (Found at the bottom of the form"

{$user.name} - first and last name (insert)
{$user.email} - email (insert)
{$user.name_f} - first name (insert)
{$user.name_l} - last name (insert)
{$user.login} - login (insert)
{$user.pass} - password (insert)

If your memo is asking the members to go to an IHCUS Member only page for something you should always include the members' login and password information.



It you want to insert a file you can by clicking on: "Choose File" Make sure you also click on Upload files

You will then click on "Preview"

If everything is OK then you can click on "Send"

If you want to change anything you can click on "Back"

Leave the Archive message and send message checked