

Weymouth & Portland Cruising Association


Using WPCAMail

1. Sending an email to the Committee or to Members


Login with your Committee email address.

On the Committee page, click '**Email Members**'.


After a slight pause, you will see:



Send an Email

Rev 4936

Select your audience

My loggedIn email 

One only

Choose a time to send

SendSchedule

SaveQuit

Confirm

Subject


Subject

To: My loggedIn email [1] only

Title

Title

Salutation

Hi Fred 

Email Body

|

Add signature

Preview

Add document

To send a straightforward email you need to:

- choose your **Audience**
- enter a **Subject**
- enter a **Title**
- select a **Salutation**
- enter the **Body** of the email
- click **Send**, and then **Confirm**.

Try it:

- select **Some Committee** as your audience. *By default, just your own email is selected*
- type something in the **Subject**. *The **Title** field will default to the **Subject***
- type something in the **Email Body** field
- click **Send**, and then **Confirm**.

The email should arrive in your Inbox within minutes.

Audiences

You can choose between:

- **Committee**
- **Some Committee**
- **Members**
- **Some Members**

There are further options depending on your role.

If you choose **Some Committee** or **Some Members**, you can click the '**Select/Change**' button to choose who you want to receive your email.

Preview

It's quite useful to click **Preview** before sending your email to see how it will look.

Scheduling an email

It is possible to choose a date/time when your email is sent. The email scheduler runs every half hour.

Saving a draft of your email

Click **Save**, and then **Confirm**, to save your email for later. You can find it again in the Email List, and resume editing.

Adding attachments

Click **Add Document**. A popup appears where you can upload a new document, or select one you uploaded previously. It is recommended that you upload PDF files as these are most easily read on a range of devices.

Replying to a Committee email

When you click on the 'Reply' link at the top of a WPCA email sent to the Committee you will see the email with a button at top right **Reply via WPCAMail**. Click that button to create a reply. (takes a few seconds to load)