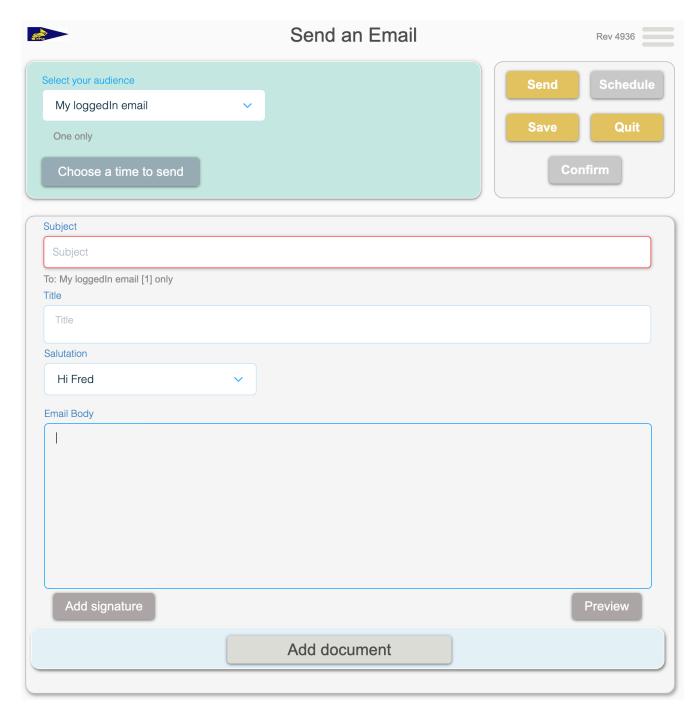
# Weymouth & Portland Cruising Association Using WPCAMail

## 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:



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)