



## Communications Training Manual

1. Communications icon
2. Click on the 'Create Groups' icon to get started
3. Click on 'Add Static Group' to create a group with individual selected members
4. Type a name, and add a Description
5. Search for members by typing out their name in the 'Search Members' textbox and when their name drops down, select it
6. When you are done adding in your selected members, click on the 'Save' button
7. Click on 'Add Dynamic Group' to create a group that you filter through the database to find people for you
8. Before naming the group, we suggest selecting your Filters
9. You may layer Filters to get a very specific group of people
  - a. Example: Start by selecting, Gender: Female, 'Add Filter.' Next, select Marital Status: Married, 'Add Filter.' You will see the 'Total Members' number change as you add more and more Filters. When you are done selecting your Filters, name your Group and write a Description. Click on the 'Save' button. Click on the 'Email Signature' icon to write your church email signature as you would like it to appear in your emails, and 'Save.'
10. Click on 'Email Newsletter' to send an email to your members
11. Select a Group from the dropdown containing all of the groups you previously created
12. Give your email a Subject in the Subject line
13. Type in the Shortcodes below to populate the first name of everyone this message is being sent to and today's date
14. Type out your message, and add an attachment via the link below, if desired
15. Select the checkbox to 'include email signature and logo' if desired, and 'Send'
16. You may also 'Save as Draft' if you wish to send the message at a later time
17. Click on 'Text/SMS Newsletter' to send an sms (text) message to your members
18. Select your group, add your message, and 'send'
19. Click on 'save as draft' to send at a later time
20. If you wish to purchase more sms credits, you may do so via the 'Buy Credits' link
21. Click on 'Scheduled Newsletter' to 'Compose an Email or SMS/Text Message' to be sent at a specific date
22. Write out your email and SMS/Text message the same as before
23. Select a specific date for the message to be sent out on

24. Click in the 'Scheduled Date' textbox to select a date from the dropdown calendar, and 'Save'
25. You may 'Export' this page at any time
26. Any messages that you save will be in the 'Saved Newsletters' area where you can send at any time
27. You may also export from this page via the 'export' button
28. Anywhere throughout the database you see an 'Edit Pencil' icon, you are able to edit, and the 'x' icon is to delete