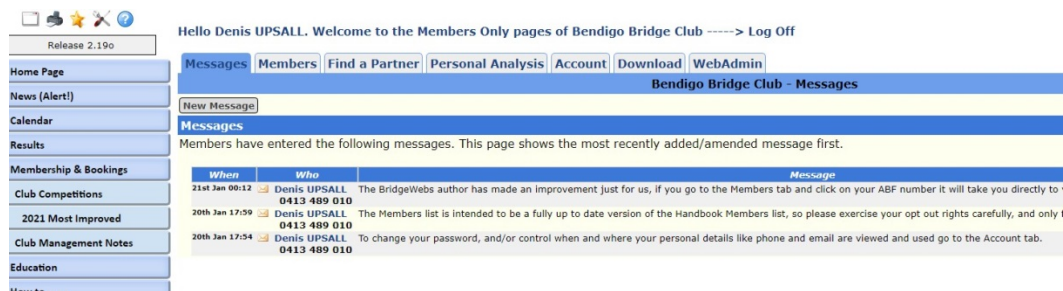


# WebAdmin functions to Email Members

Some club members perform critical functions that require them to send emails to other members. Bridgewebs allows the web administrator to assign specific privileges to any member according to need.

This paper describes the functions available through the bulk email facility for those that have been delegated that privilege.

The [WebAdmin] delegated functions are found in the [Members Only] area; use the [Members Only] button on the [Home page], or the [Membership & Bookings] menu.



There is an extra tab on the menu for members who have been delegated [WebAdmin] functional privileges. When you click on this tab you have a mini-menu of your privileges, the following diagram shows all possible delegations, each member can be delegated 1 or more, so your personal [WebAdmin tab main contain a subset of those shown below.



The privileges are almost self-explanatory:

- [Menu] allows changes to the menu structure, adding deleting and renaming.
- [Support] allows access to various logs showing activity, such as logins etc.
- [Calendar] allows changes to the {Calendar}, adding, deleting, look and feel etc.
- [News] allows the creation and editing of [News] items. Much of the website is composed of [News] items.
- [Competitions] can be created out of the results. These can be simple or complex comparative

- This paper will exam the [Email Members] tab in more detail.

We can manually remove any member from the selection by unchecking the check box against each name. This can be tedious if we want to send to a specific group of people who can be predefined.

We then look at the left hand side of the screen and we see 5 numbered and defined areas.

1. Selection
2. Subject
3. Reply to
4. Style
5. Message

Selection contains a default list of possible selection criteria categories with an “X” against each one.

- Email Group
- Status
- Name
- Played

We also see a drop box with a “+” to its left. This allows us to select any field in the Membership database and add to the selection list.

Using one selection field is simple, eg I want to send to the Match Committee, so check it

The screenshot shows the 'Selection' section of the email interface. It has a header with 'Open', 'Save', 'Preview', and 'Send Email' buttons. Below the header, it says 'To send an email to members, follow steps below, as necessary, and then click [Send Email Ticked]. If "Contains" is "+", will select all non-blank.' The 'Selection' section is divided into two columns. The left column has 'Email Group' (selected with a red 'X'), 'Status' (selected with a red 'X'), 'Name' (selected with a red 'X'), and 'Played' (selected with a red 'X'). The right column has '4 - Dealer', 'C - Committee', 'D - Director', 'E - Education', 'M - Match' (checked), 'P - Premises', and 'S - Scorer'. Below these, there are checkboxes for 'Member' and 'Held'. A dropdown menu is visible next to 'Played' with the text 'Choose a Previous Result'. At the bottom, there is a 'Please Select' button.

And we have an instant reflection of who has been so grouped in the Membership database.

If I want to choose those who played bridge on Friday 15<sup>th</sup> January 2021, I select that option in [Played]

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If I want to send to all Premises Working Party members who played on 15<sup>th</sup> January, I use both options

Open Save Preview Send Email

To send an email to members, follow steps below, as necessary, and then click [Send Email Ticked].  
If "Contains" is "\*", will select all non-blank.

1. Selection

✗ Email Group is one of

✗ Status is one of

✗ Name Contains

✗ Played is

✗ Please Select --->

4 - Dealer  
D - Director  
M - Match  
S - Scorer

C - Committee  
E - Education  
P - Premises

Member ☐ Held

7. Selection Un/Tick as necessary

☒ All

Selected : 3

☒ GODDARD, Jennifer ( goddards@gmail.com )

☒ PERKINS, Bob ( cjunehayes@bigpond.com )

☒ UPSALL, Denis ( sinedjames@gmail.com )

I could want to just send to members in a certain post code or suburb. To do that, I add [Post Code] to the selection list and type in the relevant [Post Code]. It so happens that addresses have not been added to the database yet, but the screen shot show the field added and populated.

If I click on any of the "X" alongside any of the current selection criteria I remove it.

Now I think I want to send to this same selection every month so I want to save this query so I can reuse it whenever I want. I click on the [Save] button at the top left, fill in a [Name], call it a [Template] and click [OK], and I have it.

Open Save Preview Send Email

To send an email to members, follow steps below, as necessary, and then click [Send Email Ticked].  
If "Contains" is "\*", will select all non-blank.

1. Selection

✗ Email Group is one of

✗ Status is one of

✗ Name Contains

✗ Played is

✗ Please Select --->

**Save**

Name: PWP 15Jan21

Type: Default

OK Cancel

At a later time I want to retrieve that saved email selection so I go to the [Email Members] and now instead of going through the [Selection] criteria, I click [Open] at the top left. From the list I choose my [Template] which was [PWP 15Jan21].

My [Selection] is done, I can [Preview] and [Send Email].

The second section on the left is [Subject], and this is just the Subject line of a standard email message, fill it in and look at the next section.

The third section is [Reply To]. To avoid messages going to SPAM an email must have its own email sending address consistent with the web address from which it was sent. SO we have a default black hole sender's address [Members@BridgeWebs.com](mailto:Members@BridgeWebs.com). Nobody can reply to this address, so we have a [Replay To] address, which is the address you want recipients to use for any reply, which is inserted into the text of the email. You will see this later in the Preview of the final message.

The fourth section is [Style] where we define how the email will look to the recipient.

This allows various options

- Banner the top Heading in the body of the email
- Theme how the email is structured and formatted
- Greeting how to compose any greeting line
- Member Detail an option to include the Members details for confirmation purposes
- Include News Page the option to include a [News] page, perhaps a promotional item

The fifth section is the actual text that you want to send. This message can contain text, [Pictures] [Document] links, web URLs tables etc, basically anything you can do with a rich text formatted document.

The screenshot shows a web-based interface for configuring a bulk email. At the top, there are tabs for 'Open', 'Save', 'Preview', and 'Send Email'. Below the tabs, a note states: 'To send an email to members, follow steps below, as necessary, and then click [Send Email Ticked]. If "Contains" is "\*", will select all non-blank.'

The interface is divided into several sections:

- 1. Selection:** Includes 'Email Group' (with options: 4 - Dealer, C - Committee, D - Director, E - Education, H - Match, P - Premises, S - Scorer) and 'Status' (with options: Member, Held). A 'Please Select' dropdown is also present.
- 2. Subject:** A text input field containing 'Bulk email from Bendigo Bridge Club'.
- 3. Reply To:** A text input field containing 'sinedjames@outlook.com'.
- 4. Style:** Includes 'Banner' (Club Name dropdown), 'Theme' (Email Style dropdown with a 'Pick Theme' button), 'Greeting' (Hi [firstname] (surname) dropdown), 'Member Detail' (checkbox for 'Include box of member details for confirmation'), and 'Include News Page' (Please Select dropdown).
- 5. Message:** A rich text editor area with a toolbar and a text area containing the message content: 'Just sending you all a test message using the bulk mail out feature of the new website. I am including this same document I am now composing!!!! Denis'.
- 7. Selection Un/Tick as necessary:** A list of selected recipients with checkboxes, including FORBES, Graham, O'HARE, Paul, PELLY, Barbara, ROGERS, Janet, SHEARER, Cathie, UPSALL, Denis, and WOOD, Bernadette.

- I have defined the recipients of my bulk email.
- I have determined the subject,
- my return address, and
- The content of the message.

I can now [Preview] the email before I send it using the top left button



If I am happy all that now needs to occur is to [Close] the [Preview] screen and [Send Email] for it to go to all recipients.