

Creating newsletters in the club website



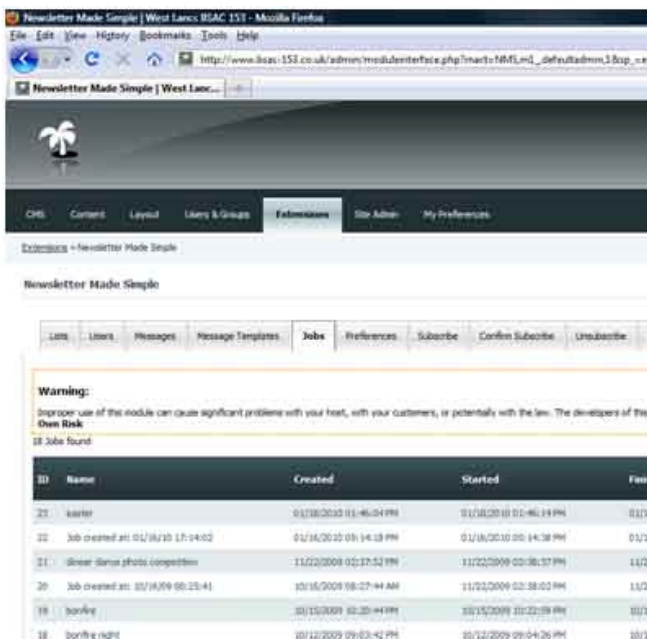
In extensions choose newsletter made simple

Click the messages tab

Click on compose message

Put the name of your subject in the subject box, and scroll down to the html content box and in here type out your message. Then scroll down and click the submit button.

Now go to the “jobs tab”



Now click create job at the bottom

Newsletter Made Simple | West Lanc...

Lists Users Messages Message Templates Jobs Profiles

Warning:
Improper use of this module can cause significant problems with your host, with your
Own Risk

18 Jobs found

ID	Name	Created
21	server	01/18/2010 04:46:0
22	Job created at: 01/18/10 07:34:02	01/18/2010 08:18:1
23	dinner dance photo competition	10/22/2009 02:32:0
24	Job created at: 02/20/09 08:23:41	02/20/2009 08:27:7
18	bonfire	10/15/2009 03:20:4
18	bonfire night	10/12/2009 09:03:4
17	dive planning	10/12/2009 09:03:2
16	emails	10/09/2009 10:08:2
15	october 2009 minutes	09/06/2009 09:46:2
14	Job created at: 09/30/09 09:38:52	09/30/2009 08:17:0
13	website files	09/13/2009 05:38:2
12	Dinner Dance 2009	08/19/2009 03:25:4
11	Job created at: 08/17/09 21:18:00	08/17/2009 09:18:2
10	Job created at: 08/07/09 10:34:03	08/07/2009 04:34:1
9	Angry email	07/30/2009 03:18:1
8	committee email	07/24/2009 10:38:4
8	Job created at: 07/20/09 08:33:25	07/20/2009 08:33:2
7 email with group emails	07/20/2009 09:28:1

Create Job

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File Edit View History Bookmarks Tools Help

http://www.bsac-153.co.uk/admin/moduleinterface.php?mact=NMS,m1_create_edit_job,0&sp_=eee2aba8

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CHS Made Simple Admin Console - West Lancs BSAC 153
Welcome: admin

CMS Content Layout Users & Groups **Extensions** Site Admin My Preferences

Extensions » Newsletter Made Simple

Newsletter Made Simple [Module Help](#) [Community Help \(new window\)](#)

Create Job

Messages

- Club Accounts Summary : 2009-09-30 19:19:24
- October 2009 Minutes : 2009-10-09 09:46:41
- email addresses : 2009-10-09 10:08:22
- dive planning meeting : 2009-10-12 21:00:42
- Bonfire Night: 2009-10-12 21:02:44
- peters bonfire : 2009-10-15 22:19:39
- Dinner Dance 2009 photo competition : 2009-11-22 14:37:19
- scapa flow : 2010-01-16 17:13:53
- scapa flow : 2010-01-16 17:13:53
- server : 2010-01-18 13:45:28**
- server : 2010-01-18 13:52:31

Select one message, and one or more lists to send the message to

Lists

- members(42)
- Committee(11)

Select one message, and one or more lists to send the message to

Name:

Job created at 01/18/10 13:52:31

Submit

[Back to Menu](#)

CHS Made Simple 1.6 "New Caledonia"
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Done

Simon Pettigrew - L... Computers Direct - ... OpenDNS Dashboar... Newsletter Made Si... Document1 - Micro...

13:51

In here highlight your email in the list and highlight the recipients "members" accept the name of the job or change it and click submit.

Now on the same page as the create job, click process job, the system will go away open another window and send the emails.