Chapter Website

Email Through the Chapter Website

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NOTES

In various Higher Logic documents the word ‘community’ is referenced. For point of reference, ‘community’ and ‘chapter’ are one in the same when referring to the chapter website.

Only chapter web admins can email the chapter’s members. To email your chapter’s members, you will have to access your chapter through the NABA Now (https://community.nabainc.org/home) platform (this platform is connected to all the new chapter websites) and login using your chapter’s web admin profile. Your chapter web admin profile is set up as a ‘Community Admin’ thus giving you access to this functionality.

EMAIL A COMMUNITY’S MEMBERS

This information is also available through Higher Logics support site – STEP 3 – EMAIL A COMMUNITY’S MEMBERS

Now that this feature is enabled and its template is set up, let’s learn how to actually email a community’s members:

1. From a community’s Home page, click Settings.

2. Click Email Community Members in the resulting menu.
3. Decide whether you want to email:
   a. All members who've joined in the last 30 days,
   b. Or ALL of the community's members.

4. Regardless of the option you chose, the number of people who will receive your email are shown, and you can click the link to view them. Any members who have opted-out of community emails will NOT receive this email. Now, just enter your desired subject and message, and click Preview Email Before Sending to make sure your message is how you want it before sending it to the community—this gives you an opportunity to verify any variables you may have included in the template are working properly.

If needed or desired, you can also add a meeting invitation or attachment along with your message using their respective buttons at the bottom. Once you're ready, click Send Email.
EMAIL A SPECIFIC MEMBER

While reaching all of a community's members via an email blast is an important capability, you can also focus your outreach to a single individual when the need arises. From the community's Members tab, you can locate the desired user by:

1. Searching for them using the available criteria. This makes it much easier to find a specific person in a large community.

2. Browsing the member list at the bottom of the page. ALL of the community's members are listed here, and you can use the menus to filter them by name, company, city, state, or country (it's sorted by Name A—Z, by default). Click the page buttons at the bottom of the page to view more results if there are a lot of members.

3. Once you've found the person you want to reach out to, click Send Message and write your message in the pop-up. They'll receive your message in their profile Inbox AND in a notification email sent to their account's primary email address.
NOTE: You can insert HTML tags in the message.