

Sending a Broadcast Email to Past Participants:

Would you like to send an email to past participants encouraging them to register for this year's event? If so, here are the steps you can take to send one:

Method 1: Send Broadcast Email to ALL Past Participants

1. Expand **Registration Tools**
2. Click **Broadcast Email**
3. Click **New Mailing**
4. Click **Edit Filters**
5. Select past events from **Category** box that you would like to **INCLUDE** in mailing
NOTE *To select multiple events, hold down the Ctrl key and highlight each event you would like to include.*
6. Click **Search**
7. Click **Continue**
8. Enter **From Address**
9. Enter **Email Subject**
10. Enter **Message Body**
NOTE *Only enter plain text. No HTML coding or special characters.*
11. Enter **Mail Profile Description**
NOTE *Naming your profile will allow you to access your message for later use.*
12. Click **Save and Send**

Method 2: Send Broadcast Email to SOME Past Participants

1. Expand **Registration Tools**
2. Click **Broadcast Email**
3. Click **New Mailing**
4. Click **Edit Filters**
5. Select past events from **Category** section that you would like to **INCLUDE** in mailing
NOTE *To select multiple events, hold down the Ctrl key and highlight each event you would like to include.*
6. Click **Edit Exclude**
7. Select past events from **Category** section that you would like to **EXCLUDE** from mailing
NOTE *To select multiple events, hold down the Ctrl key and highlight each event you would like to exclude.*
8. Click **Search**
9. Click **Continue**

10. Enter **From Address**
11. Enter **Email Subject**
12. Enter **Message Body**
NOTE *Only enter plain text. No HTML coding or special characters.*
13. Enter **Mail Profile Description**
NOTE *Naming your profile will allow you to access your message for later use.*
14. Click **Save and Send**