



# How To Draft An Email

This module assumes you have logged in to chapter services. If you need help logging in, see **Logging In To Chapter Services**. If you need access to chapter services, contact Rhonda Harris.

This module will cover [Draft An Email](#), which will walk you through the process of creating an email that can be sent out to all of your chapter members in the Friends online database. This is a step-by-step guide, however, if you run in to any problems, contact Rhonda Harris,

Email: [rhonda.harris@friendsofgastateparks.org](mailto:rhonda.harris@friendsofgastateparks.org)

Phone: 770-383-8900

Google Hangouts: Visit <http://hangouts.google.com> Click New Conversation and then enter her email address.

You may also send Rhonda a live chat while working in chapter services, <https://lc.chat/now/10608367/1> or look for the chat box in the lower right-hand side of the screen.



Once you are logged in to Chapter Services, in the menu on the left, click **Draft an Email**.

## Chapter Services

- Chapter News
- Chapter Handbook
- ▼ Volunteers
  - Order Volunteer Nametags
  - Volunteer Opportunities
  - Log Hours for Other
  - Log My Hours
  - View My Hours
- ▼ My Chapter
  - Chapter Officer Change Request Form
- ▼ Communications
  - Draft an Email
  - Add New Article
  - My Articles
  - Create Event
- My Account
- Log out




This is the top part of the draft email page. This is a template and your email may or may not look like this.

## Draft an Email

View
Edit
Webform
Outline
Results
CiviCRM


Complete the form below to draft an email. Please see the image below for an idea of how the email will look when it is sent.

Friends of Your Chapter
Create Email




**Section 1 Header**

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**Section 2 Header**

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**Section 3 Header**

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[Cancel](#) | [Submit](#) | [Reset](#)


You have the option to create up to five sections in your email. So you can cover a months worth of activities or you can focus on one or two. It's your choice.

### Draft an Email

View Edit Webform Outline Results CiviCRM


Complete the form below to draft an email. Please see the image below for an idea of how the email will look when it is sent:

Friends of Your Chapter
Create Email




**Section 1 Header**

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**Section 2 Header**

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**Section 3 Header**

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Scrolling on down the page, you will see the phrase, **Information for Staff sending email**. The draft email you create will be sent to Friends staff to proof and set up to be sent out. It is crucial that you enter the information shown below, before you start entering the email content.

Is there someone else you want to make sure get copied on the email; park manager, asst. manager, etc.? Check this box and enter their email(s) in this box.

Information for Staff sending Email

Your email address  ← Your email here.

Who should receive this email? Check all that apply.


Chapter Members of ← Who are you sending the email to, members, volunteers, or both? Check all boxes that apply.

Volunteers of

Other (please specify below)

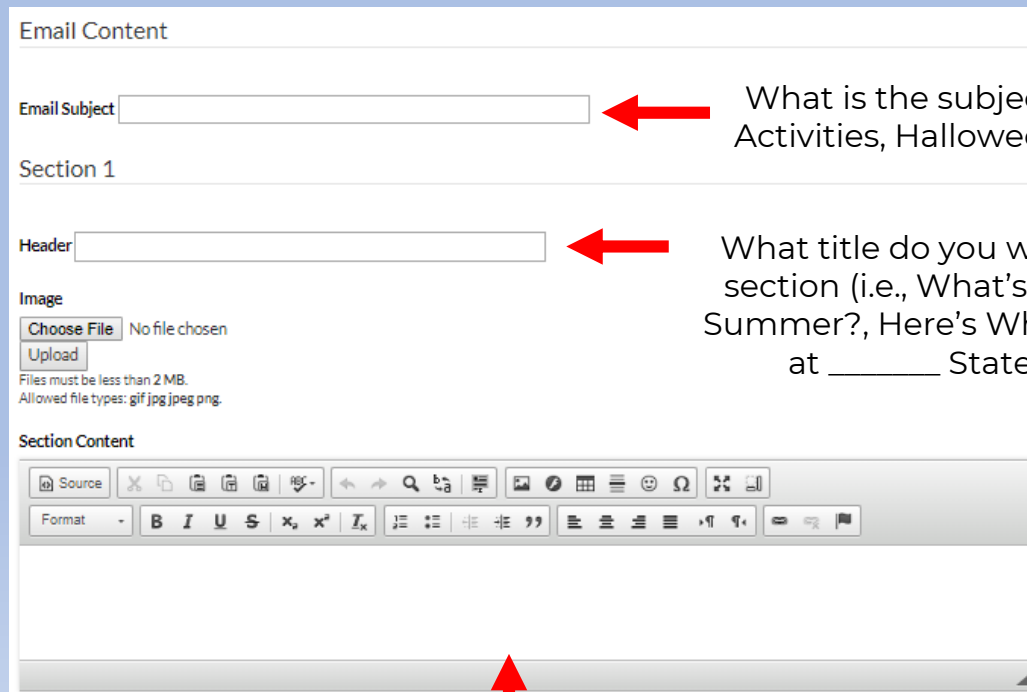
If other, who should receive this email?

Requested send date

Month ▼ Day ▼ Year ▼  ← When do you want the email to be sent? When entering this date, we request that this date be a least seven days out.

Next, you can start entering the content for the first section of the email (this can also be the only section you complete if you are just wanting to focus on one item/activity).

Here, you can add a photo. **Choose File** from your computer. Don't forget to lick **Upload** after choosing the file.



The screenshot shows an email content editor with the following sections and fields:

- Email Content** (Section Header)
- Email Subject** (Text input field)
- Section 1** (Section Header)
- Header** (Text input field)
- Image** (Section Header)
  - Choose File** (button) - No file chosen
  - Upload** (button)
  - Files must be less than 2 MB.
  - Allowed file types: gif jpeg jpeg png.
- Section Content** (Rich text editor with a toolbar and a large text area)

What is the subject line (i.e., April Activities, Halloween Events, etc.)?

What title do you want to give this section (i.e., What's Your Plans For Summer?, Here's What Your Missing at \_\_\_\_\_ State Park, etc.).

Enter verbiage for this section here.





If there is any additional instructions for the Friends staff, please include them in the box at the very bottom of the page (for instance, if you would like to preview the email before it's sent out), and then click Submit

Thank you for drafting an email. Please include any additional notes to the Friends of Georgia State Parks team below.

Submit

One of our staff will put the email together and set it up with the date you provided to be sent out, or if you've requested to preview it, we will send it to you first.

This concludes the [Draft An Email](#) step-by-step guide. As stated on the first page, if you run in to problems or have questions, contact Rhonda Harris,

Email: [rhonda.harris@friendsofgastateparks.org](mailto:rhonda.harris@friendsofgastateparks.org)

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