



Sending an email to a group



Make sure you don't have any sticky selections:

1. Click **Home** menu option and click **Selections**
2. Check the box at the bottom of the screen to select everything listed there.
3. Click the **Actions** button in the upper right corner and choose clear.

Sending the message

1. Click on **Groups**
2. Check the box next to the group(s) to which you would like to send the email. You can choose many groups as you would like.
3. Click the **Actions** button and choose **Message**.
4. **Determine the audience for your email**
 - **If group members are adults**, click the drop next to **Recipients** and choose **Current Participants**.
 - **If group members are minors**, check the box for **Send to Parents**. (The group leaders will not get the email if you send it to parents. You'll want to resend the message using the "**Send to group leaders**" option.)
5. Enter a **subject** and a **body** and click **Send**. (If the Send button is gray instead of blue, check mark Send to Parents and then un-check it. There is a bug right now.)
6. Once sent, un-check the box at the bottom of the screen to clear the checkboxes.

Note: The person who sends the email does not get a copy of the email in their inbox.

Example: If you are the group leader and you send the email to the group, you will not get a copy of the email in your inbox HOWEVER you can read the email by clicking **Communications** on the left side menu and choosing **Messages**.