



## Sending An Email Active Contacts Over 18



To "up your email sending game", I suggest you watch the video: **Sending Birthday Greetings** under the **Important Skills** heading to learn how to send a fancier email.

<https://www.eriercd.org/mpt2.html>. You can apply the skills for all sorts of mailings.

### Sending an email to active contacts over 18

1. Clear any saved selections:
  - a. Click **Home** and click **My Selections**.
  - b. If you see items on this page, click the check box at the bottom of the screen.
  - c. Click the **Actions** button and choose **Clear**.
  - d. Click the **Clear** button.
2. Open **Contacts**.
3. Choose the view: **Email Active Contacts > age 18**  
(This list is all ACTIVE contacts in MP for your congregation.)
4. Use the check box at the bottom of the screen to select everyone
  - You can uncheck any onsie-tuosies you may not want to email.
  - you can also use the **Participant Type** column to filter your list. (For example you could search for just "Registered Members")
5. Click **Actions** button in the upper right corner.(button with 3 horizontal lines)
6. Choose **Message**.
7. 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.)
8. Once sent, un-check the box at the bottom of the screen to clear the checkboxes.

### SPECIAL NOTE:

- Since email addresses in CO were often only stored on the Family record, during the conversion process it could have been duplicated to both the husband and wife's record. Ministry Platform will not email duplicates. That means, the number of contacts you select will not be the number of messages actually sent.
- You can keep the email duplicated across both spouses or you could add a note to this email or a future email that would help you ascertain the name of the email account holder.

In the coming months, parishioners will be able to interact with you through your website for things like signing up for events and printing their own giving statements.

When that feature is enabled, parishioners will want to have unique email addresses.

Here is some suggested text.

"Our parish is upgrading its management software, so it is imperative that we clarify a few things for future reference. Please advise the parish office who the primary user is for this email account on your family contact information. We will update that information in our records."