

Online services cheat sheet:
Log in and **broadcast email**
<http://alumnae.smith.edu/>

TO LOG IN

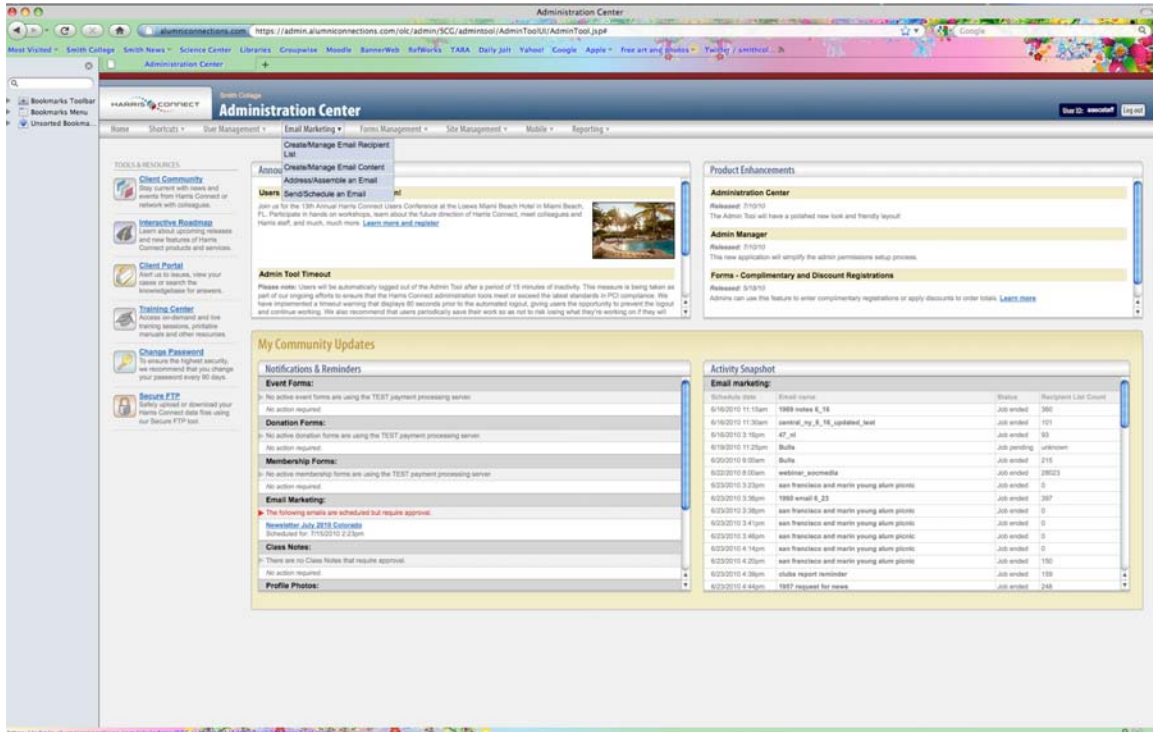


Go to the “Alumnae Directory & Email” box, pictured above, which is in the upper left of the AASC website. If you have never logged on to the AASC site before, you will need to click on “New User” and follow the instructions.

If you haven’t logged on to the site after January 1, 2009, your username will be the same but you must enter your AV number for your password. You can choose a password after this first log in.

SEND A BROADCAST EMAIL

On the AASC home page, click on “Volunteer.” In the pull-down menu click on “Volunteer Connection.” (If you are already logged in, you will go directly to the page. If you are not logged in, there will be a log in box now.) This is the Harris Connect page; the AASC site is no longer visible:



On the top menu, under “Email Marketing” click on “Create/Manage Email Recipient List” and you will see the following:

Email Marketing

Create & Manage Lists | **Create & Manage Content** | Address & Assemble Email | Send & Schedule | Reports

Create & Manage Lists

Create a recipient list | Upload a recipient list | Combine recipient lists

Page 1 of 11 | [next](#) | Go to page:

Manage existing lists: Displaying 1-20 of 203 items | [Show all on one page](#)

List name	List owner	List type	List count	Action
Club Hartford	aascstaff	Standard Query Builder	Unknown	Calculate Display Edit Duplicate Delete
Class of 1994	NaomiG	Standard Query Builder	803	Calculate Display Edit Duplicate Delete
Reunion 2009 alumnae2	scgadmin	Advanced Query Builder	Unknown	Calculate Display Edit Duplicate Delete
Reunion 2009 alumnae	scgadmin	Standard Query Builder	Unknown	Calculate Display Edit Duplicate Delete
test again	aascstaff	Standard Query Builder	Unknown	Calculate Display Edit Duplicate Delete
Club Greenwich-Stamford	aascstaff	Standard Query Builder	300	Calculate Display Edit Duplicate Delete
notes	scgadmin	Standard Query Builder	Unknown	Calculate Display Edit Duplicate Delete
amila	scgadmin	Standard Query Builder	1	Calculate Display Edit Duplicate Delete
test list 23	aascstaff	Standard Query Builder	365	Calculate Display Edit Duplicate Delete
test list 2	aascstaff	Standard Query Builder	Unknown	Calculate Display Edit Duplicate Delete
MG	scgadmin	Standard Query Builder	1	Calculate Display Edit Duplicate Delete
Cambridge MA	aascstaff	Standard Query Builder	630	Calculate Display Edit Duplicate Delete
Boston 1	aascstaff	Standard Query Builder	1068	Calculate Display Edit Duplicate Delete

FIRST-TIME CLUB OFFICER BROADCAST EMAIL USERS: Click on the yellow bar “Create a Recipient List”

Name your list in the “List Name” space

To look for your club, click on the plus sign next to “Misc”

Create & Manage Lists | **Create & manage content** | Address & Assemble email | Send & Schedule | Reports

Create & Manage Lists > Create a recipient list

Standard Query Builder | **Advanced Query Builder**

Standard Query Builder

Name your list

List name: Mark this list as a test list:

Enter your search criteria

Address

Misc

Career Occupation

Donor Type

Ada Comstock Scholar

Senior House

Club Designation

Spouse Prefix

Spouse First Name

Last Updated before

Spouse Middle Initial

Spouse Last Name

Spouse Suffix

Spouse Job Position

Spouse Employer

Degree

In the fifth line down, next to “Club Designation,” keep the equal sign (=) and use the drop-down menu next to it to choose the area for your club

The screenshot shows the 'Standard Query Builder' interface. At the top, there are tabs for 'Standard Query Builder' and 'Advanced Query Builder'. Below this is a section titled 'Name your list' with a 'List name:' field and a 'Mark this list as a test list:' checkbox. The main section is 'Enter your search criteria', which is expanded to show a tree view of search categories: Address, Misc, Degree, Relation, School, Personal, Business, and Common Search. Under the 'Misc' category, several fields are listed with dropdown menus: Career Occupation, Donor Type, Ada Comstock Scholar, Senior House, Club Designation, Spouse Prefix, Spouse First Name, Last Updated (set to 'before'), Spouse Middle Initial, Spouse Last Name, Spouse Suffix, Spouse Job Position, and Spouse Employer. A dropdown menu for 'Club Designation' is open, showing a list of locations including Akron, OH, Alaska, Albany, NY, Ann Arbor, MI, Atlanta, GA, Austin, TX, Baltimore, MD, Belmont, MA, Berkshire County, MA, Birmingham, AL, Birmingham, MI, Boston, MA, Buffalo/Western New York, Cambridge, MA, and Cape Cod, MA.

Scroll down and click on “Save List”

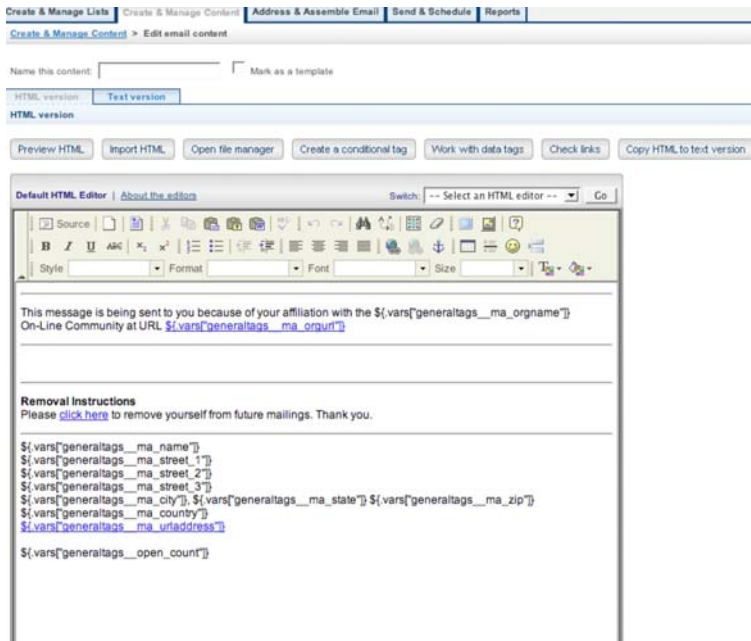
This should take you to the “Create & Manage Lists” section

IF YOU HAVE USED THIS BROADCAST EMAIL SERVICE BEFORE, you can simply click on the “Create & Manage Content” tab

NEXT

Click on the “Create & Manage Content” tab. This page shows all the emails contents that have been created by all users

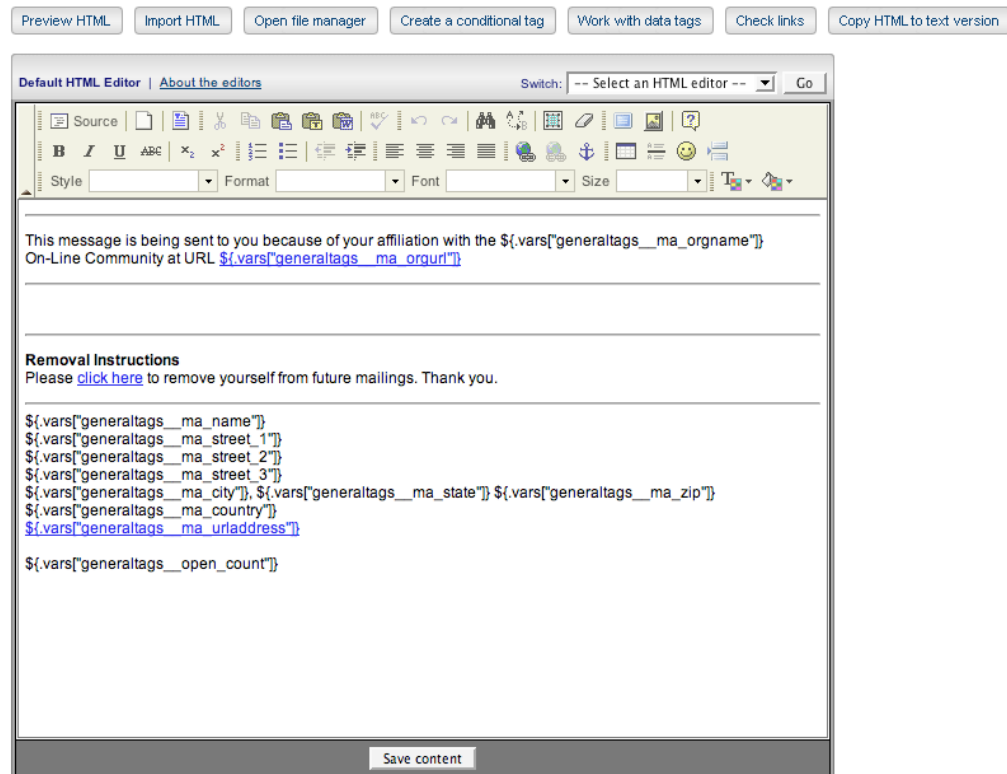
Click on the yellow bar “Create Content”



Fill in “Name this Content”

Then type your email content in the box above.

IMPORTANT: *Your email message must be above the top gray line. Either delete the line or begin typing above it. Your email text must be above the sentence: “This message is being sent to you because of your affiliation ...”*



When you have completed your email message click on the last bar, “Copy HTML to Text Version”

If you click on “Preview HTML” to see the email content

Then click on “Save Content” at the bottom of the page

NEXT

Click on the “Address & Assemble Email” tab

Email Name	Email Owner	Category	Campaign	Recipient count	Testing Options	Action
Greenwich club announcements	aascstaff	Clubs		Unknown	Calculate Display	Send test email Check spam rating Edit Duplicate Delete
Greenwich email2	aascstaff	Clubs		Unknown	Calculate Display	Send test email Check spam rating Edit Duplicate Delete
Greenwich Event	aascstaff	Clubs		163	Calculate Display	Send test email Check spam rating Edit Duplicate Delete
Christie presentation 09	zoebel43	Clubs		292	Calculate Display	Send test email Check spam rating Edit Duplicate Delete
new email	aascstaff	Classes		61	Calculate Display	Send test email Check spam rating Edit Duplicate Delete

Click on the yellow bar that says “Address & Assemble New Email” and see the following:

Email details

Enter a name for this email which will be used for scheduling and reporting purposes. Email recipients will not see this name.

Email name:

From:

From email address:

Reply-to email address:

To:

BCC email addresses:

Subject:

Email content and recipient list

Select email content:

Select recipient list:

Select type of email to send: HTML and text Text only

Campaign & Categories

Available campaigns:

Selected campaigns:

Available categories:

Selected categories:

You must select at least one category for this email.
You must enter in a name for this email.
You must enter in a subject for this email.
You must enter in a 'To' value for this email.

Fill out boxes: “Email Name,” “From,” “To”, etc. Make sure that your email in the “From Email Address” and the “Reply to Email Address” are correct
 Fill out the box “To” with the name of the Club you are sending the email to.
 Eg: “Hampshire County Club”

In the “Email Content and Recipient List” section go to the “Select Email Content” drop-down menu. You will find your email there, listed as what you entered for “Email Name”

Go to the “Select Recipient List” drop-down menu and select your recipient list, which will be what you named your class or club list

In “Select Type of Email to Send” make sure “HTML and Text” are selected

In the “Campaigns & Categories” section, skip “Available Campaigns” and go to “Available Categories.” Select either “Classes” or “Clubs” then click “Select.”
 Click on “Save This Email”

NEXT

You will now be back at the “Address & Assemble” main page. Click on the “Send & Schedule” tab

The screenshot shows the 'Send & Schedule' interface. At the top, there are tabs for 'Create & Manage Lists', 'Create & Manage Content', 'Address & Assemble Email', 'Send & Schedule', and 'Reports'. The 'Send & Schedule' tab is active. Below the tabs, there is a 'Send & Schedule' section with a 'Calendar view' and a 'List View' button. A yellow button says 'Send a broadcast email right now'. Below that, there is a dropdown menu for 'Only show scheduled emails for this campaign:' set to '<No campaign filter>' and an 'Update page view' button. The main area is a calendar for February 2009, with navigation for 'January 2009', 'February 2009', and 'March 2009'. The calendar shows various email events scheduled for different days, each with a checkmark indicating it was completed successfully and a time range. For example, on Monday, February 2nd, there are events for 'Women in Business email' (1:22 PM - 1:36 PM), '1997 email' (4:19 PM), '1963 email' (4:13 PM - 4:14 PM), and 'Cincy email' (4:52 PM). On Tuesday, February 3rd, there are events for 'smithcollege99@gmail.com' (9:57 AM - 9:58 AM), '2008 news' (10:10 AM - 10:11 AM), '2006 news' (10:48 AM - 10:51 AM), and 'Feb E-Newsletter' (10:48 AM - 10:51 AM). On Wednesday, February 4th, there are events for 'smithcollege99@gmail.com' (9:58 AM - 9:59 AM), 'Secretaries email Cheryl 2-4-09' (10:19 AM), 'Orange County and LA email' (10:19 AM), and 'SCC SF-Marin February eNewsletter re-do with expanded recipient list' (11:02 AM). On Thursday, February 5th, there are events for '1989 reunion updates' (11:05 AM) and '1983 news' (11:01 AM - 11:02 AM). On Friday, February 6th, there are events for '1969 news' (10:20 AM - 10:21 AM), 'Cambridge Club 2.6.09 winter program announcement' (3:56 PM - 3:58 PM), and '1974 email'.

Click on the yellow bar “Send a Broadcast Email Right Now” and this box will appear:

Send an email

1. Select an email below.

available emails:

- test again
- Valentine's Day 2009
- Greenwich club announcements
- Greenwich email2
- Greenwich Event
- Christie presentation 09
- new email
- Reunion 2009 Announce
- MN SmithiesFeb23
- MN Smithies
- February 2009 Newsletter-non-resident members
- Smith Club of NYC February 2009 Newsletter
- college luncheon to North Shore
- College Luncheon Boston
- 2/21/09 Tea
- Reunion
- rd all staff
- Class of 2008
- Rally Day Alumnae Announce 2
- Rally Day Alumnae Announce
- HARRIS TEST 2
- Cultural Diversity Panel-non-resident
- Cultural Diversity Panel
- Harris Test
- ALAS Miami

2. Select the recurring options for this email.

Recurrence: Does not recur

End date: No End Date

January 1 2007

3. Add the email to the schedule.

This email will be added to the schedule on: 2/25/2009 at 12:01pm

Schedule this email now Cancel

Find your email in the list, highlight it, and, on the right-hand side, click on “Schedule This Email Now”

A calendar of emails to be sent will appear:

6:00AM			
6:30AM			
7:00AM			
7:30AM			
8:00AM			
8:30AM			
9:00AM	Greenwich Event ✔ Scheduled job completed successfully 9:18 AM - 9:19 AM		
9:30AM	Greenwich club announcements ✔ Scheduled job completed successfully 9:50 AM	Greenwich email2 ✔ Scheduled job completed successfully 9:38 AM - 9:39 AM	
10:00AM			Reunion 2009 Announce ✔ Scheduled job completed successfully 10:09 AM - 10:13 AM
10:30AM			
11:00AM			Valentine's Day 2009 ✔ Scheduled job completed successfully 11:23 AM - 11:24 AM
11:30AM			
12:00PM			HARRIS TEST 2 Broadcast scheduled - NOT APPROVED 12:01 PM Approve

Find your email. Click on the red “Approve”
Your email will be sent.

