

CGP: Use Roster Email Blast – example: Emailing Monthly Newsletter

The “Roster Email Blast” menu item allows for the mass emailing of messages and/or attachments to members of Comstock Gold Prospectors, Inc.

The steps are generally:

1. Enter a “Subject” – the Email Subject
2. Enter a “Message Body” – any text may be included. It also allows “html” formatting code to be included. “Style” sheets, if included, must be coded directly using the <style> and </style> tags at the beginning of the body. The example does not include styles.
3. Select or enter email addresses – “Get Email Addresses” uses “Reports” to present members emails. “all” emails or individual emails may be selected from the list presented.
4. (optional) Select one or more attachments (yes, multiple attaches may be uploaded and attached)
5. “Validate Form” - This checks for missing values –
6. Finally, “Send Emails” will schedule the emails to be mailed in batches of 30 at 15 min. intervals. Full active Membership will be sent in about 2.5 to 3 hours.

Note: Until you “Send Emails”, nothing has been sent. So, try these instuctions to see what happens, but hold off “Send Emails” until you are ready to send the emails.

The process to send a “Roster Email Blast”, is to do the following:



- On the Main Page, “Membership” menu; Select “Roster Email Blast”

PHP Mass Email

From Email:	myrddin@nevadagoldseekers.com
From Name:	Merlin Ambrosius
Subject:	CGP January 2023 Newsletter - The Gold Pan
Email Recipients:	enter email address or select addresses using button below - (required) Get Address List
Message Body:	<h3>Please Enjoy the Attached Monthly "Gold Pan" Newsletter</h3>
Attachments:	upload attachment(s) using upload button - (optional) Get Attachment Clear Attachment List
<input type="button" value="Validate Form"/> <input type="button" value="Send Emails"/> <input type="button" value="Clear Form"/> <input type="button" value="Run Scheduled Jobs"/> <input type="button" value="Exit"/>	

- Fill Out the Form: (General Info)
1. Enter a Subject
 2. Add message body (html is allowed)
 3. Add Email Addresses – see below
 4. (opt) Get Attachment (see below)
 5. Validate Email From (see below)
 6. Send Email (see below)

Select Email Address List From Below

Current active roster email accounts

Board Members Email

Admins and Membership Email Addresses

Admin Email

Emails of Active Members within 50 miles of Meeting

Active Licensees who are NOT Lifetime

Active Honorary Members Emails

Active Lifetime Member Emails

Active Regular Member Emails

Test report of the active emails view

1. Select the General Email list (this is from the “Reports” menu item)
2. “Submit” – this will bring up the list of emails

PHP Mass Email

Select Email Address List From Below

Virginia Ryba

Wade Lavery

Walter Dupuis

Walter Nystrom

Wayne Farnham

Wayne Mark

Webb Varnum

Wes Ferson

Wes Hawkins

William Clarke

William Lieberman

1. “Select All” for all the members on the list **OR** select individual members (ctrl-enter) will select multiple members – (“stack” the addresses)
2. “Submit” will “push” the emails back to main screen



1. Select file to Upload: (only need if attaching a document to the blast – in this case, the Newsletter stored on your local computer!)
 2. “Upload File” (NOTE: this is a separate process from “posting” the newsletter. This is an upload for the “Email Blast” ONLY)
- **Note: You can upload multiple attachments,**

PHP Mass Email

just repeat this step

PHP Mass Email

From Email:	myrddin@nevadagoldseekers.com
From Name:	Merlin Ambrosius
Subject:	CGP January 2023 Newsletter - The Gold Pan
Email Recipients:	genfamisfab@yahoo.com, Agatha Gentile alan.kenyon@comcast.net, Alan Kenyon sparrow72@charter.net, Albert Sperling Jr. alvenandersen@comcast.net, Alven Andersen Antaylor84@gmail.com, Amanda Holiday Get Address List
Message Body:	<h3>Please Enjoy the Attached Monthly "Gold Pan" Newsletter</h3>
Attachments:	Comstock NEWSLETTER January 2023.pdf Get Attachment Clear Attachment List

[Validate Form](#)
[Send Emails](#)
[Clear Form](#)
[Run Scheduled Jobs](#)
[Exit](#)

- After uploading attachment, you’re returned to the main window –
1. “Validate Form” – will check the form for errors – if OK, then
 2. “Send Emails” – see below for messages

Email Validation

- Email validated

The Job was activated

Job Activated

PHP Mass Email

From Email:	myrddin@nevadagoldseekers.com
From Name:	Merlin Ambrosius
Subject:	CGP January 2023 Newsletter - The Gold Pan

- Check the messages at the top of the screen. If “Job Activated”, the send email job is scheduled to run. Emails are sent in batches of 30 at a time to avoid server errors. The job is scheduled to run every 15 min. so it will take about 2.5 hours to send 300-350 emails. (Yes, I can speed the process, but I don’t recommend it)