

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

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

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

Step 1: Select “Roster Email Blast” from the “Membership” menu

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



Step 2: Fill Out the “PHP Mass Email” form

1. Enter a Subject
2. Add message body (html is allowed)
3. Add Email Addresses – see step 3a below)
4. (opt) Get Attachment (see step 4a below)
5. Validate Email From (see step 5a below)
6. Send Email (see step 6a below)

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) <input type="button" value="Get Address List"/>
Message Body:	<h3>Please Enjoy the Attached Monthly "Gold Pan" Newsletter</h3>
Attachments:	upload attachment(s) using upload button - (optional) <input type="button" value="Get Attachment"/> <input type="button" value="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"/>	

Red arrows and numbers 1-6 are overlaid on the form to indicate the steps: 1 points to the Subject field, 2 points to the Message Body field, 3 points to the Get Address List button, 4 points to the Get Attachment button, 5 points to the Validate Form button, and 6 points to the Send Emails button.

Step 3a: Fill Out the “PHP Mass Email” form

1. Select the “Current active roster email accounts” (this is from the “Reports” menu item and returns a list of all active Roster Members)
2. “Submit” will bring up the list of emails (see 3 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

Submit

PHP Mass Email

3. “Select All” for all the members on the list **OR** select an individual member **OR** select several members by holding the control [ctl] key while selecting members.

Clear all selections with “Clear All” button.

4. “Submit” will “move” the selected email(s) addresses back to main screen

Select Email Address List From Below

- Wade Lavery
- Walter Dupuis
- Walter Nystrom
- Wayne Farnham
- Wayne Mark
- Webb Varnum
- Wes Ferson
- Wes Hawkins
- William Clarke
- William Lieberman

Select All Clear All

Submit

Step 4a: Get Attachment(s) – (optional)

“Select a file to Upload:”

(only need if attaching a document to the blast email – in this example, the Newsletter stored on your local computer!)

1. “Browse” your computer and select the file to **attach to the email blast**.
2. “Upload File” (NOTE: this is a separate process from “posting” the newsletter. This WILL NOT UPLOAD the newsletter to the website.)



- **Note: You can upload multiple attachments, just repeat this step**

Step 5 and 6: Validate and Send Emails

- (After optionally uploading attachment(s), you're returned to the main window –)
1. “Validate Form” – will check the form for errors – if OK, then
 2. “Send Emails” will stage the emails for sending – see below for messages

PHP Mass Email	
From Email:	myrddin@nevadagoldseekers.com
From Name:	Merlin Ambrosius
Subject:	CGP January 2023 Newsletter - The Gold Pan
Email Recipients:	genfamifab@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
Message Body:	<h3>Please Enjoy the Attached Monthly "Gold Pan" Newsletter</h3>
Attachments:	Comstock NEWSLETTER January 2023.pdf
Validate Form Send Emails Clear Form Run Scheduled Jobs Exit	

- If “Email Validated” and “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, the process could be speeded up, but it is not recommended!)

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

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