

Email

View Emails Tab

Allows you to see all emails that have been created; to edit one, select the edit icon.

Creating a New Email

1. Click on New.
2. Enter the email name.
3. Select the category.
4. Select the template.
5. Select the header.
6. Save.
7. Once you save, the template for the email will appear below.
8. Make sure you are in Edit mode, and begin entering your content.
9. To enter content in the Disabled blocks:
 - a. Click on a Disabled block; you will see a small gray button that says Edit. Click this Edit button.
 - b. A dialog box will pop up, and the first thing you'll want to do is check the box that says Enable this Block.
 - c. Subheader Graphic – if you have loaded a graphic to use for the sectional headers, this is where you will select it. Subheaders are uploaded in the Templates section.
 - d. Subheader Text – enter the text that needs to appear on the subheader graphic. The system will automatically write the name onto the graphic. However, you can also load a subheader graphic that already has the text written on it; you would just have to load multiple subheaders for all your different sections.
 - e. Block Content Type – you will either select Text or Plug-In
 - i. Text – this will allow you to use a text editor and type directly into that section.
 - ii. Plug-In – will allow you to plug in content from the ISM such as News stories, players, or calendar events. Once you select Plug-In and Save, you will see the list of available plug-ins at the bottom. Click on the one you want to use, and in the Content tab, you will be able to select which item you want from the ISM.
 - f. Once you have selected the content type, click Save (at the bottom of the box.)
 - g. Content tab - at the top. What you see now will depend on if you have selected Text or Plug-In.
 - i. Text – start typing your text into the text editor, being careful to observe the same guidelines as listed in the Content Manager section of this manual. If you wish to personalize the email by inserting the person's name (or other stored field) from the database, select the field from the drop-down at the top, and click the orange Insert button. When you are finished entering text, click Save at the bottom.
 - ii. Plug-In – Depending on which plug-in you selected in the Setup tab, you will have different choices here. It could display your news stories, your roster, or your calendar items. Select the one that you want, and make sure to select the appropriate Plug-In Link. If you do not have a Plug-In Link created, you will need to do that in Configuration->Plug-In Links, and then come back to this tab.
 - h. Style Tab – this tab allows you to change the background color, text color, add a border, add padding, add spacing, etc. Anywhere that you see the edit icon, you can click on it to access the color pallet. You can also directly type in the hex code for a color if you know it.

- i. Make sure to Save any changes you make. Then click Done (at the bottom of the box.) You will do this for each block that you want to enter content for.

Categories Tab

Creating Categories

1. Click on New
2. Enter the category name. At least one category must be created or it can be broken down into more specific types of emails – it's up to the you how you would like to do it. Examples of categories would be Monthly Newsletter, Kids Club Emails, Season Ticket Holder Specials, etc.