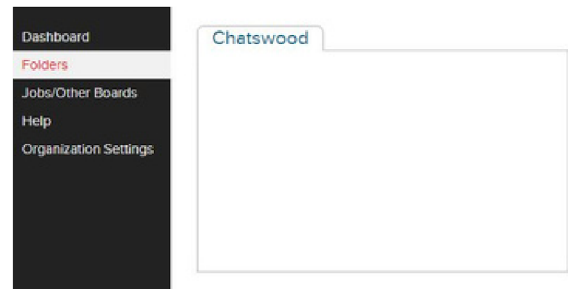


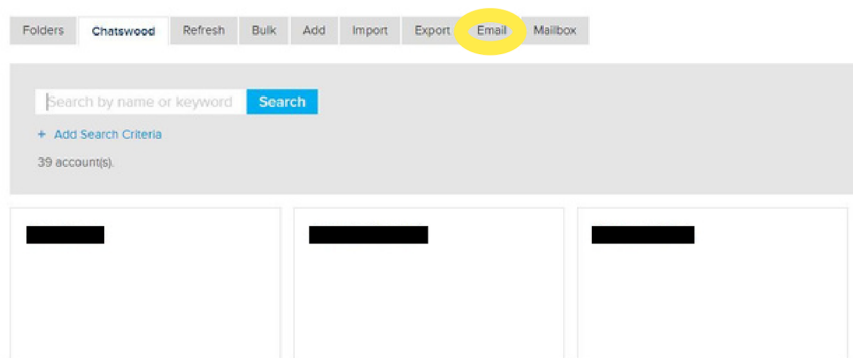
How to contact your choir

To contact the whole choir

1. Go to: membershipworks.com/admin
2. Click on 'Folders' in the sidebar, then click on the folder with the name of your choir.

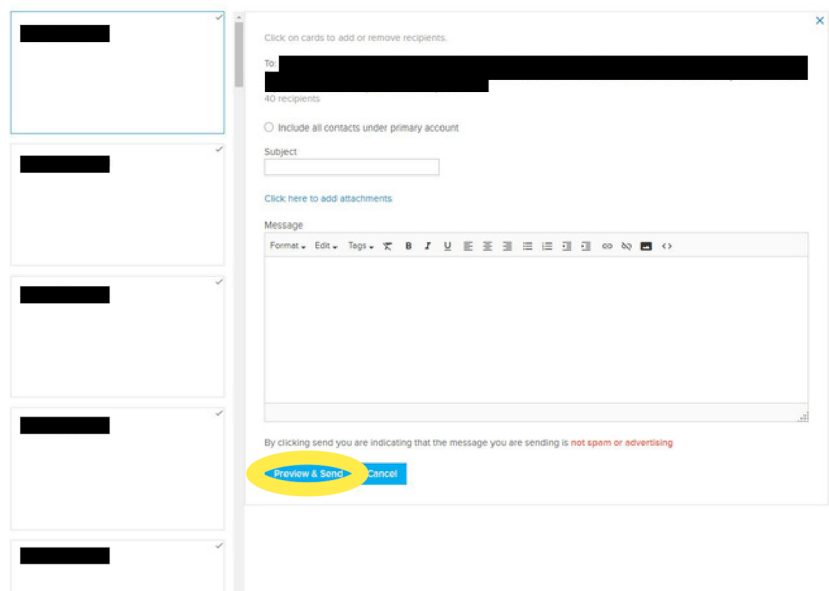


3. This will pull up the list of your choir members. Then, click on the 'Email' tab at the top of the screen.



4. The screen above will appear under the 'Email' tab. You can click on the boxes in the left sidebar to add or remove individual members from the email.

5. Write the email as you would a regular email, with a subject and message body. You can also include attachments up to a 5MB limit.

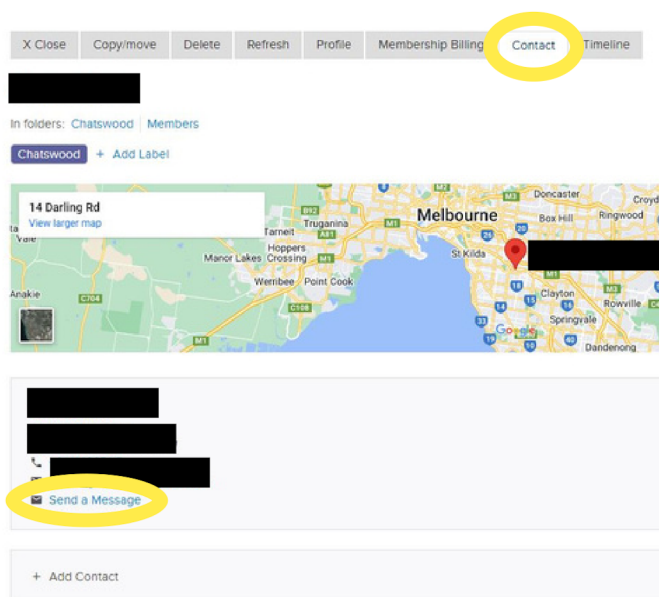


6. Once you've finished writing your email, click on 'Preview & Send'. You will then be shown a preview of what your email will look like. Click on 'Send' if you're happy with the email, or 'Edit' to go back to the previous page.

To contact individual members

1. Navigate to the 'Contact' tab in the member's profile. Then click on 'Send a Message', located under the member's email address.

2. This will bring up the same options as pictured in the previous image. Click on 'Preview & Send', then 'Send'.

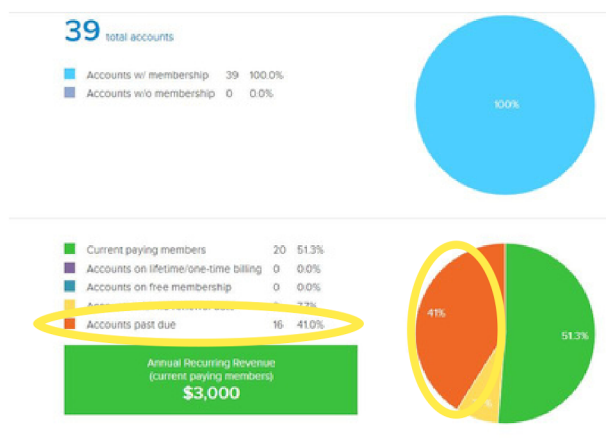


To contact specific types of members

Lists of specific members can be pulled up from the 'Stats' dashboard.

For example, you can click on the orange section of the second pie chart to access a list of members who are past due.

You can also click on the legend next to the chart to pull up the corresponding list.



Once you've pulled up the list of members that you want to contact, click the 'Email' tab at the top of the screen to begin drafting the email.



Once again, you can click on the boxes in the left sidebar to add or remove specific members from the email.

Lists of members can also be accessed from other dashboards.

For the 'Membership' dashboard, click on the title of the list that you would like to contact.

For example, you can use this feature to email everyone who has signed up as a member within the last week.

Display activity from May 10 2023 to Jul 10 2023 Refresh Now

- New Members 13**
 - Jun 20, 2023 12:52 Chris Bean Added by admin
 - Jun 20, 2023 12:06 Chris Bean Added via website (Chattwood)
 - Jun 19, 2023 10:46 May Lynne Mackericht Added by admin
 - Jun 7, 2023 16:28 Tremang Chan Added by admin
 - Jun 7, 2023 16:06 Dana Scott Added by admin
 - Jun 5, 2023 09:00 Denise Bozack
 - May 22, 2023 00:09 Stephanie Holsh
 - May 16, 2023 00:00 Catherine Firs
- Upgrades/Downgrades 0**
 - None
- Renewals 2**
 - Jun 16, 2023 Tremang Chan Chattwood
 - Jun 11, 2023 Dana Scott Chattwood - Concession membership
- Upcoming Renewals 0**
 - None
- Past Due 7**
 - Jun 23, 2023 Mirilee Stray Chattwood - Manual Billing
 - Jun 20, 2023 Chris Blah Chattwood - Office contributions - cash, cheque, transfer
 - Jun 20, 2023 Sally Shephard Chattwood - Manual Billing
 - Jun 14, 2023 Wendy Shanks Chattwood - Manual Billing
 - Jun 7, 2023 Alex Moore Chattwood - Manual Billing
 - May 21, 2023 Lyndy Mean Chattwood - Manual Billing
 - May 20, 2023 Jennifer St. Quirin

For the 'Timeline' dashboard, filter by the type of activity that you're looking for, then click on 'Show Accounts'.

For example, this can be used to email all of your members who have made a donation or had a failed payment.

Display activity from Jun 10 2023 to Jul 10 2023

Filter By Tag Filter By Type Export CSV Show Accounts

Date	Type	Account	Tags
Jun 20, 2023	Billing Updated	[REDACTED]	
Jun 20, 2023	Label/Folder Change	[REDACTED]	
Jun 20, 2023	Profile Updated	[REDACTED]	
Jun 20, 2023	Billing Updated	[REDACTED]	
Jun 19, 2023	Billing Updated	[REDACTED]	
Jun 19, 2023	Label/Folder Change	[REDACTED]	
Jun 19, 2023	Profile Updated	[REDACTED]	
Jun 16, 2023	Cart Payment	[REDACTED]	
Jun 13, 2023	Membership Payment	[REDACTED]	
Jun 13, 2023	Billing Updated	[REDACTED]	