

Mailing List / Newsletter Administration

This program collects email addresses from willing subscribers and stores them. When the NCCAR is ready to broadcast an email in the form of a Newsletter or other document, the assigned party may easily compose the message, name it and send it to all subscribers with the click of a few buttons.

Step 1: Click on the tallest building in the NCCAR Logo on the website's Home Page to enter the Admin page.

Step 2: Click the "Mailing List & Newsletter" link

Step 3: Enter the User Name and Password (ask it to remember the passwords)

Step 4: Click "Send Email" (this is the only section you should need to enter)

Step 5: Click "Create New Email Message" or choose one of the previously composed messages to edit. (See "Sample Message" as a guideline)

Step 6: Fill out all fields (See "Sample Message" for suggestions).

Step 7: Click "Create Email Message" at the bottom of the form to save the message.

Step 8: Click "Click Here to Continue" to proceed.

Step 9: Pick the message you want to send and click its link "Send Email".

Step 10: Test your message by scrolling down the page, enter your own email address and click "Send Test Email". Once it has arrived in your inbox and you are satisfied with its format and contents, proceed to Step 11.

Step 11: Prepare to send the message to all subscribers by changing the "Seconds to wait after each send" to "5" in order to space out the messages and not burden the mail server.

Step 12: Click the "Start Sending" button and wait for the process to complete.

Step 13. You are finished and may close all windows associated with the program.