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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AgriLife
EXTENSION

The Broadcasts link in the navigation pane allows Managers to view the title and status of broadcast emails that have been sent from the account. Click on any message to view the text of the message, recipient list and other details.

CREATING BROADCASTS

The Broadcast button appears throughout the program on various screens. Click the Broadcast button to create an email to send.

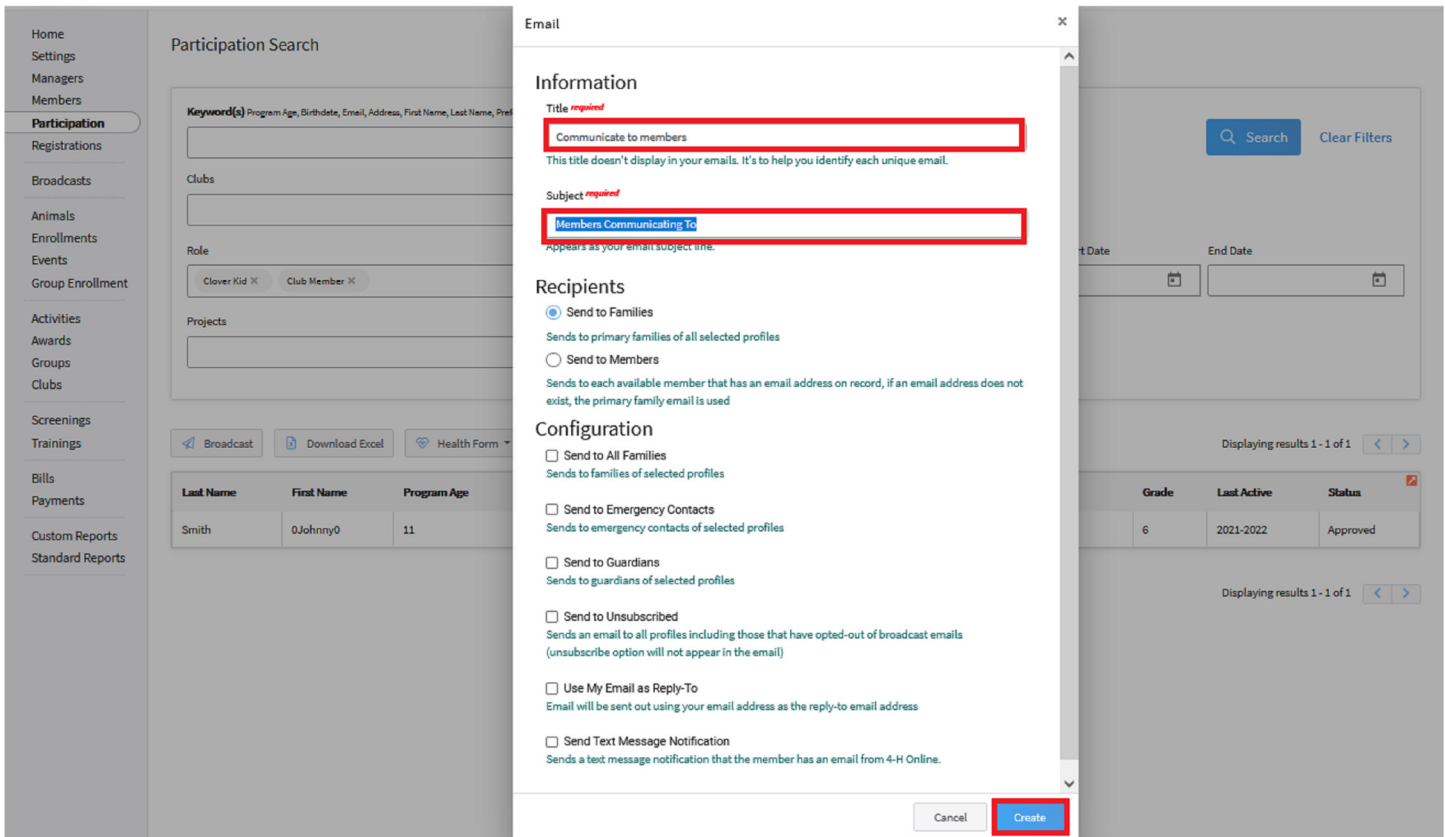|	
Members	Send to members displayed in search results at the bottom of the screen.
Participation	Send to members listed in Participation search results at the bottom of the screen.
Registrations (Events)	Send to members in events listed in the Registration search results at the bottom of the screen.
Enrollment	Send to members listed in the Enrollment search results at the bottom of the screen.
Screenings	Send to members listed in the Screenings search results at the bottom of the screen.
Trainings	Send to members listed in the Trainings search results at the bottom of the screen.
Clubs	Send to members enrolled in the club that is selected from the Club link screen.
Custom Reports	Send to members listed in the custom report that is created.

BROADCAST EMAIL WINDOW

INFORMATION

- Enter the title of the message in the Title field. This title does not display in your emails. It's unique to your screen view.
- Enter the Subject of the email message that will appear to the receipient.

RECIPIENTS

- Families- Sends to primary families of all selected profiles.
- Members - Sends to each available member that has an email address on record, if an email address does not exist, the primary family email is used.

CONFIGURATION - You may select additional Configuration Options for the message.

- Send to All Families - Sends to families of selected profiles.
- Send to Emergency Contacts - Sends to emergency contacts of selected profiles.
- Send to Guardians - Sends to guardians of selected profiles.
- Sent to Unsubscribed - Sends an email to all profiles including those that have opted-out of broadcast emails (unsubscribe option will not appear in the email)
- Use My Email as Reply-To - Email will be sent out using your email address as the reply-to email address.
- Sent Text Message Notification - Sends a text message notification that the member has an email from 4-H Online.
- Click the blue Create button.
- The Recipient and Sender information will automatically fill into the To and From Fields.
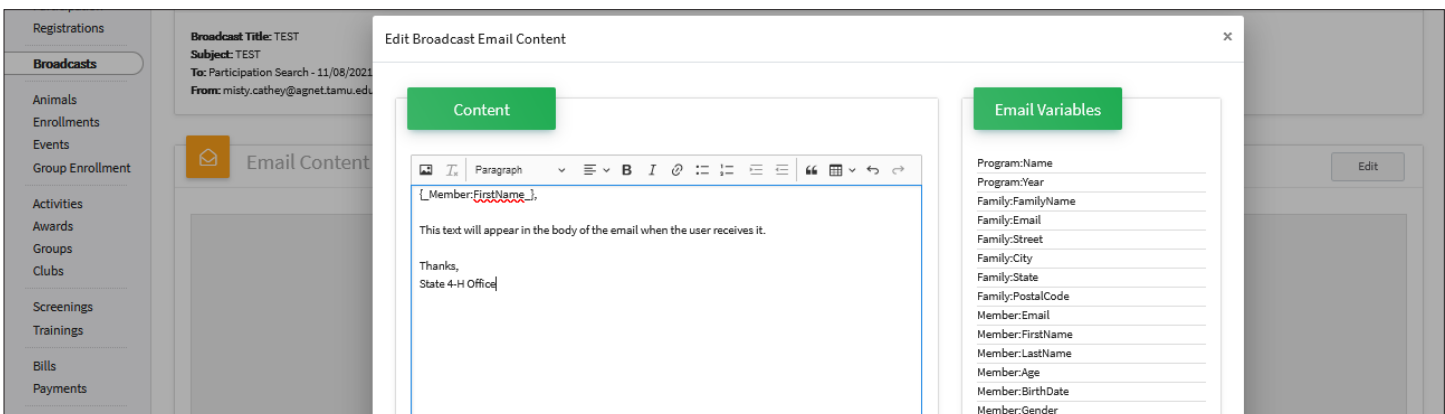
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TEXAS A&M
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EXTENSION

Home
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Managers
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Custom Reports
Standard Reports

Participation Search

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Pref

Clubs

Role

Clover Kid ✕   Club Member ✕

Projects

Email   ✕

Information

Title *required*

Communicate to members

This title doesn't display in your emails. It's to help you identify each unique email.

Subject *required*

Members Communicating To

Appears as your email subject line.

Recipients

◉ Send to Families
Sends to primary families of all selected profiles

○ Send to Members
Sends to each available member that has an email address on record, if an email address does not exist, the primary family email is used

Configuration

☐ Send to All Families
Sends to families of selected profiles

☐ Send to Emergency Contacts
Sends to emergency contacts of selected profiles

☐ Send to Guardians
Sends to guardians of selected profiles

☐ Send to Unsubscribed
Sends an email to all profiles including those that have opted-out of broadcast emails (unsubscribe option will not appear in the email)

☐ Use My Email as Reply-To
Email will be sent out using your email address as the reply-to email address

☐ Send Text Message Notification
Sends a text message notification that the member has an email from 4-H Online.

Cancel   Create

🔍 Search   Clear Filters

t Date   End Date

📅   📅

Broadcast   Download Excel   Health Form ▾

Displaying results 1 - 1 of 1   < >

Last Name   First Name   Program Age

Smith   0Johnny0   11   Grade   Last Active   Status
                            6   2021-2022   Approved

Displaying results 1 - 1 of 1   < >

EMAIL DETAILS

• Click the Edit button next to Email Details section to make corrections to the Title or Subject of the message.

✉ Email Details   Edit

Broadcast Title: TEST
Subject: TEST
To: Participation Search - 11/08/2021
From: misty.cathey@agnet.tamu.edu

EMAIL CONENT

• Click the Edit button next to the Email Content section to compose the message that will appear in the body of the email.
• Click the email Add Email Variables to your message.
• Use the formatting bar to format the text of your message, add images and create clickable links to websites.
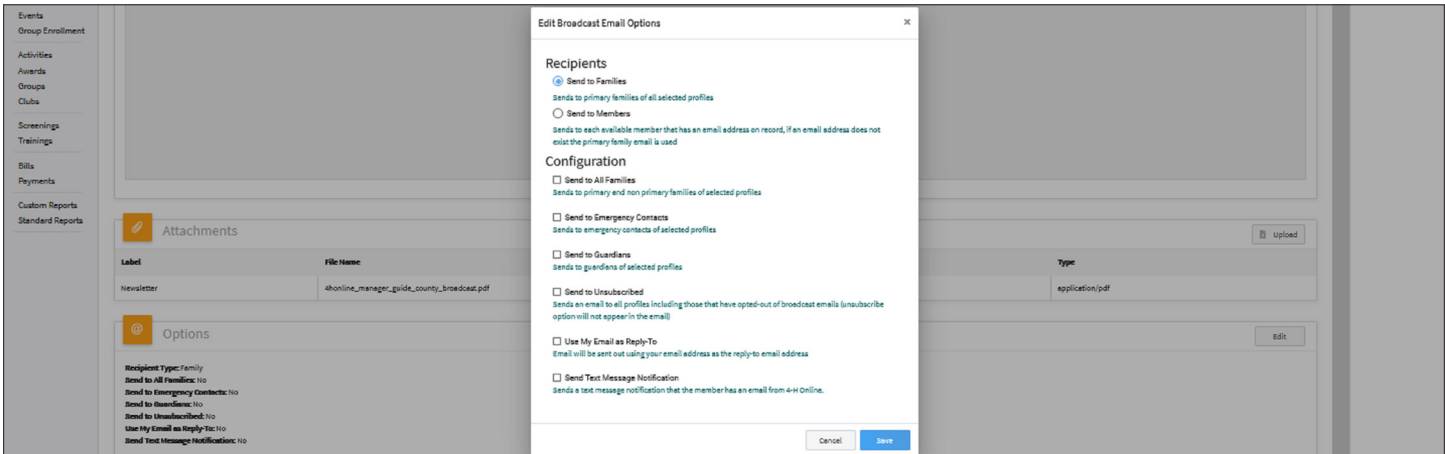• Click the blue Save button.

Registrations

Broadcasts

Animals
Enrollments
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Group Enrollment

Activities
Awards
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Clubs

Screenings
Trainings

Bills
Payments

Broadcast Title: TEST
Subject: TEST
To: Participation Search - 11/08/2021
From: misty.cathey@agnet.tamu.edu

✉ Email Content

Edit Broadcast Email Content   ✕

Content

Paragraph ▾ ≡ ▾ **B** *I* 🔗 ≔ ≔ ⇥ ⇤ ❝ ⊞ ▾ ↶ ↷

{_Member:FirstName_},

This text will appear in the body of the email when the user receives it.

Thanks,
State 4-H Office

Email Variables

Program:Name
Program:Year
Family:FamilyName
Family:Email
Family:Street
Family:City
Family:State
Family:PostalCode
Member:Email
Member:FirstName
Member:LastName
Member:Age
Member:BirthDate
Member:Gender

Edit

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ATTACHMENTS

• Click the Upload button and select the file from your computer or device that you want to attach to this communication.

OPTIONS

• Click the Edit button next to Options section to make corrections to the broadcast email options.
• Review the Recipients list that the message will be sent to based on your selections.
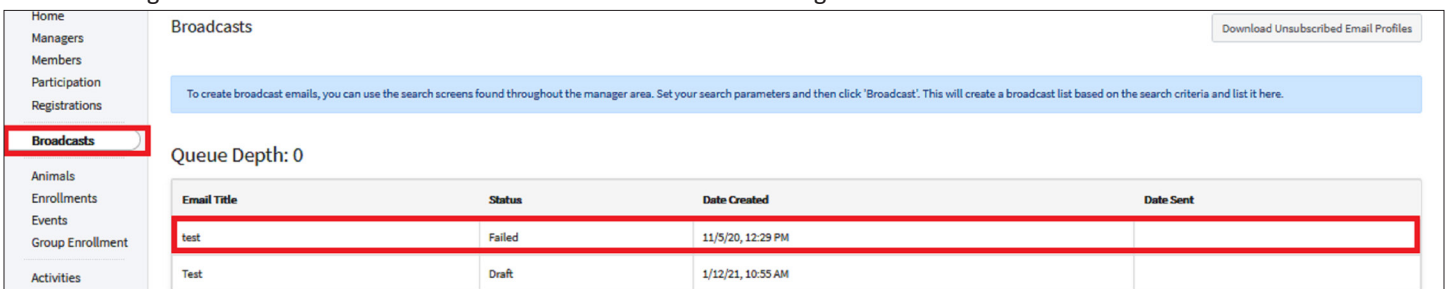• Click the blue Save button.

• When the message configuration, message text, and attachments (if applicable) are correct, click the BLUE Send button located at the top of the page. A test copy of the message can be sent

Send	Sends to the members in the receipients section.
Send To Self	Sends a copy of the message to your email address listed on the Manager's screen.
Send To Hierarchy Managers	Sends a copy of the message to all managers at the level you are logged in as.

VIEWING BROADCAST EMAILS

• Click the Broadcasts link on the navigation pane on the left side of the screen.
• Click the name of the broadcast email title to display from the Queue list.
• Scroll through the screen to view the details about the broadcast including status of each email sent.