

4HOnline is able to send broadcast communication to both the Primary Family, and the email address listed in the Second Family Info area of a member's profile. This second family does not have their own family profile in which to login to 4-H Online. This is how the system is designed and intended to be used. There are a few settings to select when setting up the broadcast email.

SETTINGS FOR SENDING TO SECOND FAMILIES

The family email address and the member's second family email address should be setup before the broadcast email has been created.

All other instructions for setting up broadcasts are the same but the two settings below will trigger the broadcast communication to include second families.

Recipients

Click the **Send to Members** radial button.

The second family profiles are tied to the member and not the family so this is why the members are required as the recipient.

Configuration

Click the **Send to All Families** check box.

This will let the system know to send to both the Primary Family, and the email address listed in the Second Family Info area of the member's profile.

Email

Information

Title *required*

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

Subject *required*

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)

Cancel Create