

TEXAS 4HONLINE COUNTY MANAGER GUIDE

BROADCASTS - CUSTOM REPORT

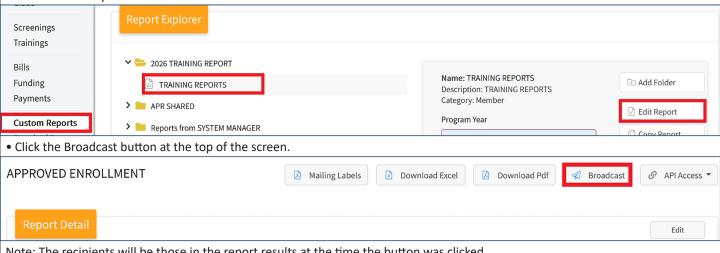




BROADCAST INFORMATION AND CUSTOM REPORT SCREEN

Throughout the program, you'll find the Broadcast button located on various screens. This feature allows users to initiate the process of composing and sending an email directly from within the system. By clicking the Broadcast button, you can quickly access the email creation interface, making it easy to communicate important information to your intended recipients.

- Click the Custom Report link in the left-hand navigation menu.
- Click the name of the custom report. A custom report must be created before the steps can be done for broadcasts.
- Click the Edit Report button.



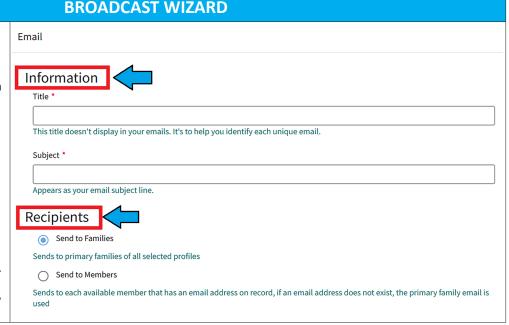
Note: The recipients will be those in the report results at the time the button was clicked.

Information Section

- In the Title field, enter a unique internal title for your message. This title is used for your reference only and will not be visible to recipients in the email.
- Next, enter the Subject of the email.
 This subject line will appear in the recipient's inbox and should clearly reflect the purpose or content of your message.

Recipients Section

- Families: Sends the email to the primary family contacts associated with each selected profile.
- Members: Sends the email directly to each individual member who has an email address on file. If a member does not have an email address, the message will be sent to their primary family's email address instead.





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BROADCAST WIZARD - MESSAGE DELIVERY SETTINGS

- Send to All Families
 Delivers the message to families
 linked to the selected profiles.
- Send to Emergency Contacts
 Delivers the message to emergency contacts associated with the selected profiles.
- Send to Guardians
 Delivers the message to guardians of
 the selected profiles.
- Send to Unsubscribed
 Sends the message to all selected
 profiles, including those who have
 opted out of broadcast emails.
 (Note: The unsubscribe option will
 not be included in this email.)
- Use My Email as Reply-To Sets your email address as the reply-to address for responses to this message.
- Send Text Message Notification has been disabled as announced August 2025.

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 email)	n will not appear in the
Use My Email as Reply-To	
Email will be sent out using your email address as the reply-to email address	
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	Cancel Create

Once your configuration is complete, click the blue Create button. The system will automatically populate the To and From fields with the appropriate recipient and sender information.

BROADCAST WIZARD - EMAIL DETAILS AND CONTENT

EMAIL DETAILS

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

EDIT EMAIL CONTENT

- Click the Edit button next to the Email Content section to write or update the message that will appear in the body of the email.
- Click Add Email Variables to personalize your message with dynamic fields (e.g., names, dates).
- Use the formatting toolbar to style your text, insert images, and create clickable links to websites.
- Click the blue Save button to apply and store your updates.

Email Det	rails	Edit
Broadcast Title: Training B Subject: Training Broadcas To: Member Search - 09/30/ From: txtrainingcounty@4h	tt /2025	•
Email Con	ntent	Edit
	Test Email Sample <u>View Online</u> undefined	
	PRIVACY STATEMENT TERMS OF SERVICE RETURNS © 2017 Companyname. All Rights Reserved. If you do not wish to receive any further emails from us, please unsubscribe	

BROADCAST WIZARD - ATTACHMENTS (OPTIONAL)

 Click the Upload button, then select the file from your computer or device that you'd like to include with this message.

Note: Adding an attachment is optional and not required to send a broadcast.





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