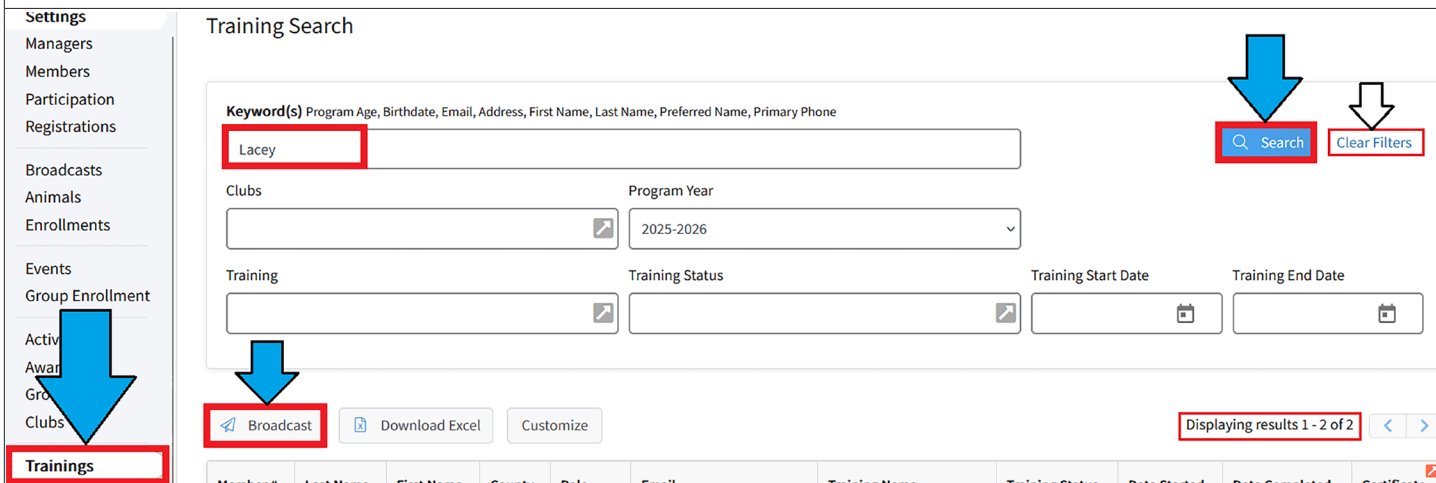


BROADCAST INFORMATION AND TRAINING SEARCH SCREEN

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 Trainings link in the left-hand navigation menu.
- Click the Clear Filters link in the search area to remove any previously applied criteria.
- Enter keywords or use the dropdown menus to filter by. Some dropdowns support multi-select functionality, allowing you to include multiple clubs, training titles, and statuses in a single query. Click inside each field to reveal the dropdown options or leave fields blank for a broader search. Tip: Fewer filters may yield more comprehensive results.
- Click the blue Search button to display results. Results will appear at the bottom of the screen.
- Click the Broadcast button below the search area.



The screenshot shows the 'Training Search' interface. On the left is a navigation menu with 'Trainings' highlighted. The search area includes a 'Keyword(s)' field with 'Lacey' entered, a 'Clubs' dropdown, a 'Program Year' dropdown set to '2025-2026', and fields for 'Training', 'Training Status', 'Training Start Date', and 'Training End Date'. A blue arrow points to the 'Broadcast' button. Another blue arrow points to the 'Search' button, and a white arrow points to the 'Clear Filters' button. At the bottom right, it says 'Displaying results 1 - 2 of 2'.

Note: It is necessary to avoid changing the search criteria until the broadcast has been created and sent. Changing the search area before the broadcast is sent could cause wrong recipient lists.

BROADCAST WIZARD

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.

Email

Information

Title *

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

Subject *

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

Create

Edit

Upload

BROADCAST WIZARD - OPTIONS

- Click the Edit button next to the Options section to update or correct your broadcast email settings.
- Click the blue Save button to confirm and apply all updates.



Options

Edit



Recipient Type: Family
Send to All Families: Yes
Send to Emergency Contacts: No
Send to Unsubscribed: No
Use My Email as Reply-To: No
Send Text Message Notification: No

BROADCAST WIZARD - RECIPIENTS

Carefully review the list of recipients generated based on your selections to ensure accuracy.



Recipients

Download Recipients

Displaying results 1 - 3 of 3



Names

Email

Gene Training

4honline@agnet.tamu.edu

BROADCAST WIZARD - OPTIONS

Once the configuration, message content, and any attachments (if applicable) are complete and correct, click the blue Send button at the top of the page to deliver your message.

Tip: You can send test copies of the message to yourself or those at your same level before broadcasting to all recipients.

Setup Broadcast Email

Send

Send To Self

Send To Hierarchy Managers



Email Details

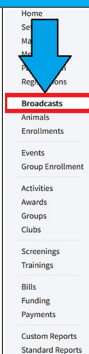
Edit

Broadcast Title: Training Broadcast
Subject: Training Broadcast
To: Member Search - 09/30/2025
From: txtrainingcounty@4honline.com



BROADCAST DASHBOARD

- Click the Broadcasts link in the navigation menu on the left side of the screen.
- Expand or collapse the program year list by clicking the plus (+) or minus (-) sign.
- Select the desired broadcast by clicking the title in the email list.
- Scroll through the page to view detailed information about the broadcast, including its delivery status, date, and time.



My Emails				
Search [Search emails by title, author, subject, or status...]				
2024-2025				
Email Title	Author	Status	Date Created	Date Sent
Important Harris County 4-H Enrollment Information	4-H Online	Complete	8/13/25, 1:03 PM	8/13/25, 1:19 PM
Gift Card Collection for Kerr Co and Affected Communities	4-H Online	Complete	7/7/25, 3:51 PM	7/7/25, 3:52 PM
Big Time in 9-9 Registration Update	4-H Online	Complete	3/31/25, 6:28 AM	3/31/25, 9:32 AM
December Clover Chronicles	4-H Online	Complete	12/4/24, 3:35 PM	12/4/24, 3:37 PM
Nutrition Workshop	4-H Online	Complete	10/29/24, 11:19 AM	10/29/24, 11:20 AM
Clover test	4-H Online	Draft	8/11/25, 3:13 PM	
test	4-H Online	Draft	7/18/25, 2:43 PM	
Harris County 4-H Leadership Conference	4-H Online	Draft	9/26/24, 1:42 PM	
2023-2024				
Email Title	Author	Status	Date Created	Date Sent