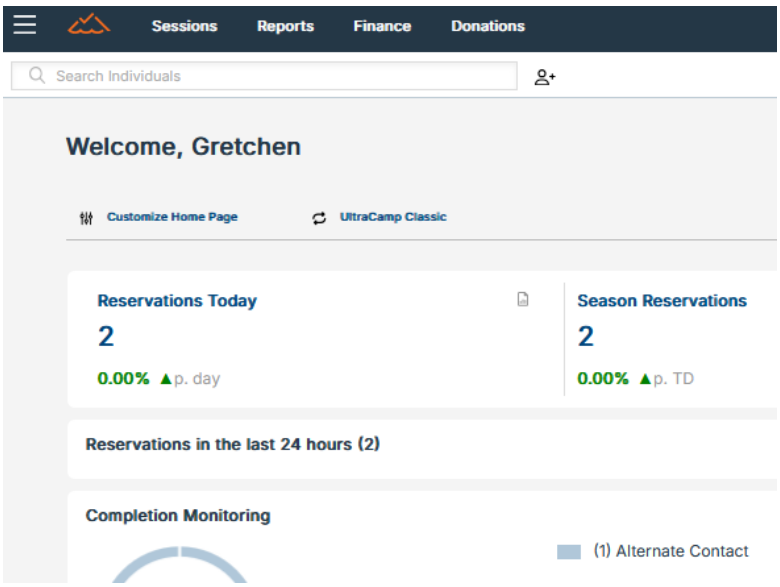
Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Send Out A Blast Email

The following instructions are how to send out a blast email to the parents of a session. The first section is the step by step clicks. What follows is the same process but with screen shots of each step.

- Log in to the Admin side
- Click on the Orange Mountain logo and pick “Home Page – Beta”
- Click on the Sessions link
- Click on the Session you want to send the letter to (e.g. Test Only Session)
- Click on More
- Click on Communicate with Attendees
- Click on the template you want (e.g. Elks Kids Week Welcome)
- It brings up the standard letter. You would go in and edit to add the correct dates and whatever else you want to communicate
- Hit Select
- It brings up the basic email info – for example To: means you are sending the email to all the primary contacts for all the kids in the Session selected
- Click “No” on the question – is this a marketing email
- Hit Send

Screen shots are below…



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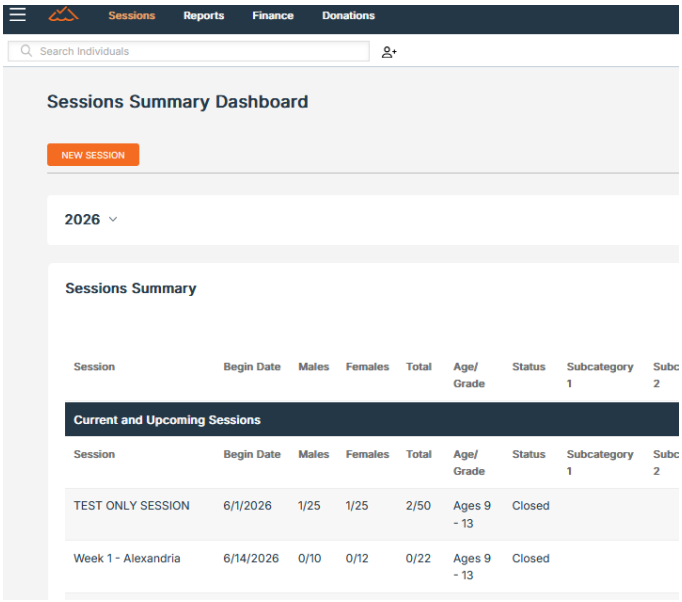

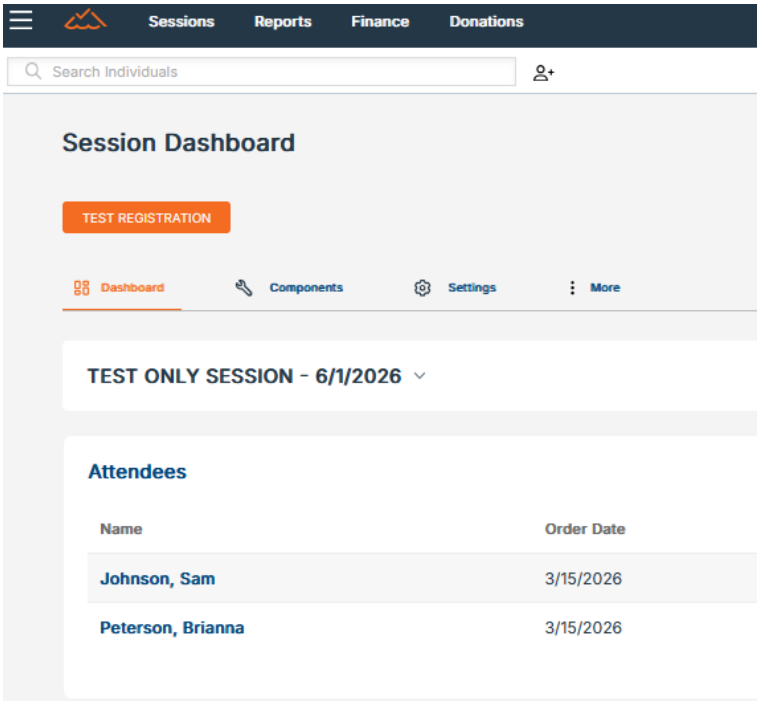

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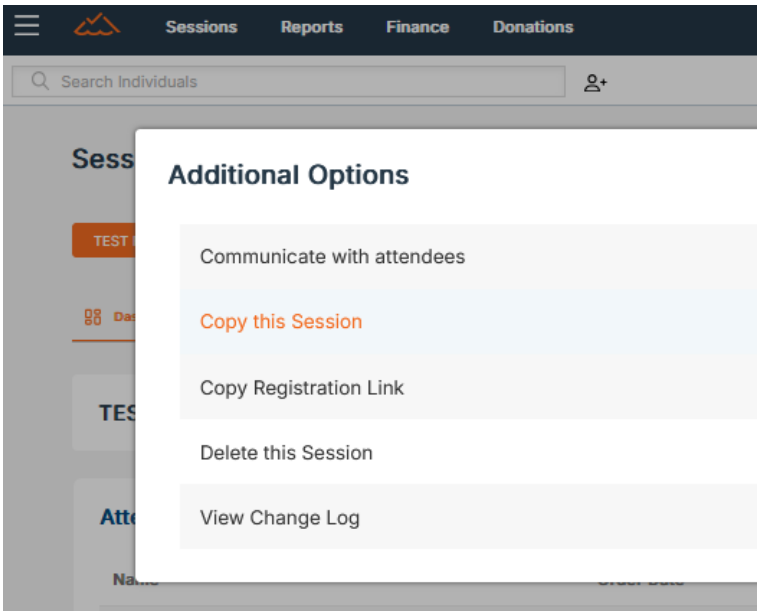

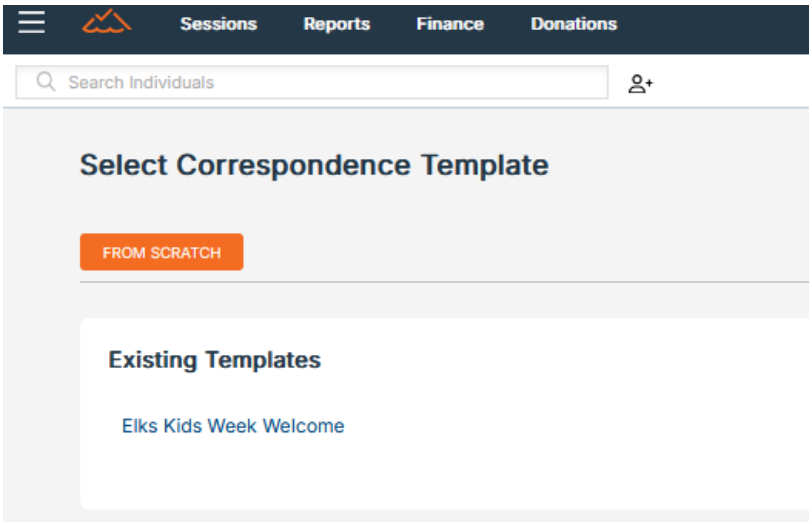
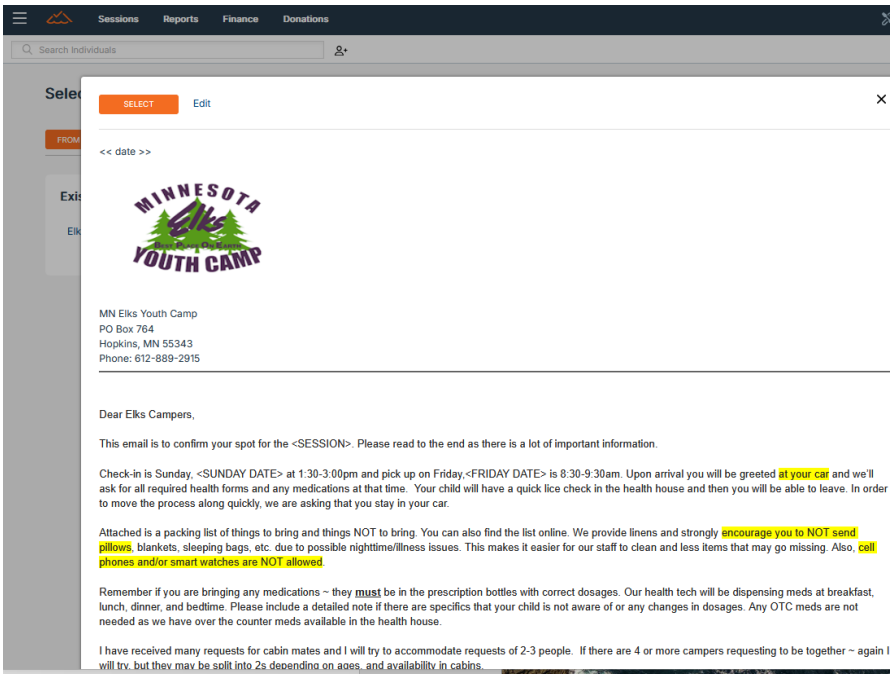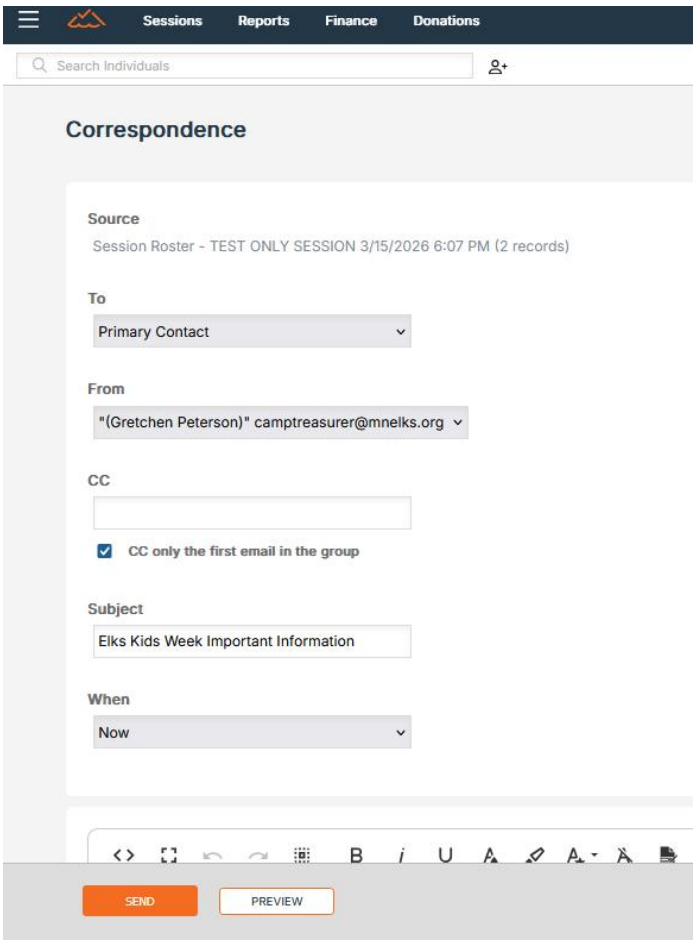
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