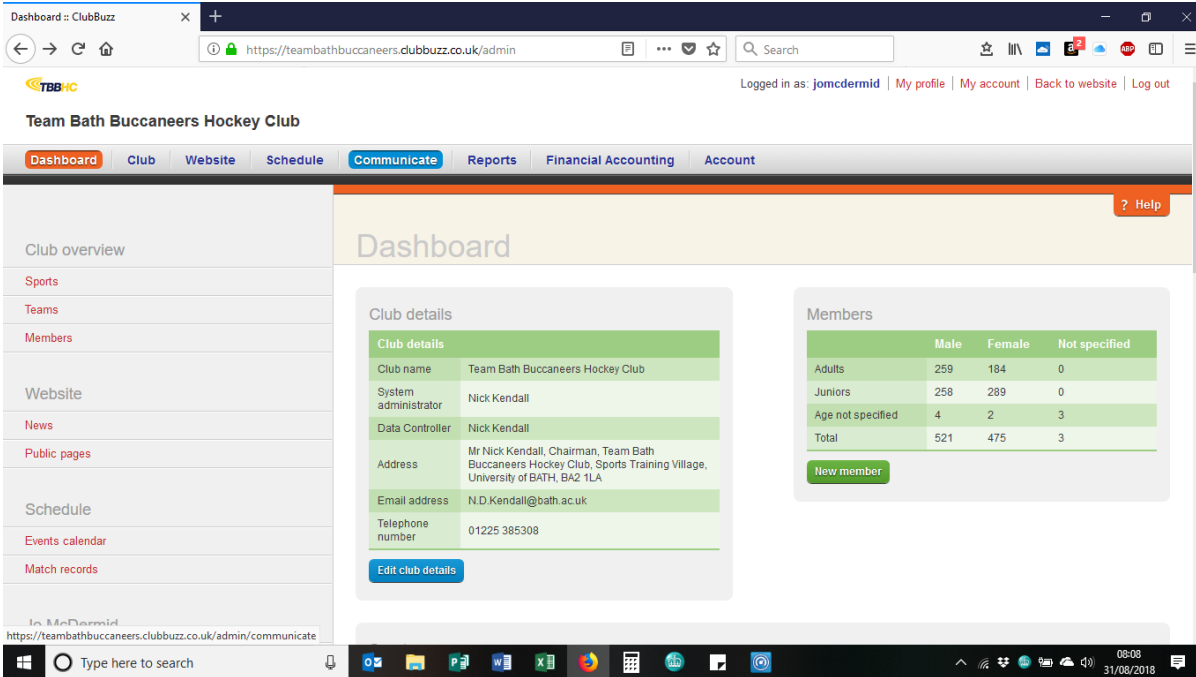
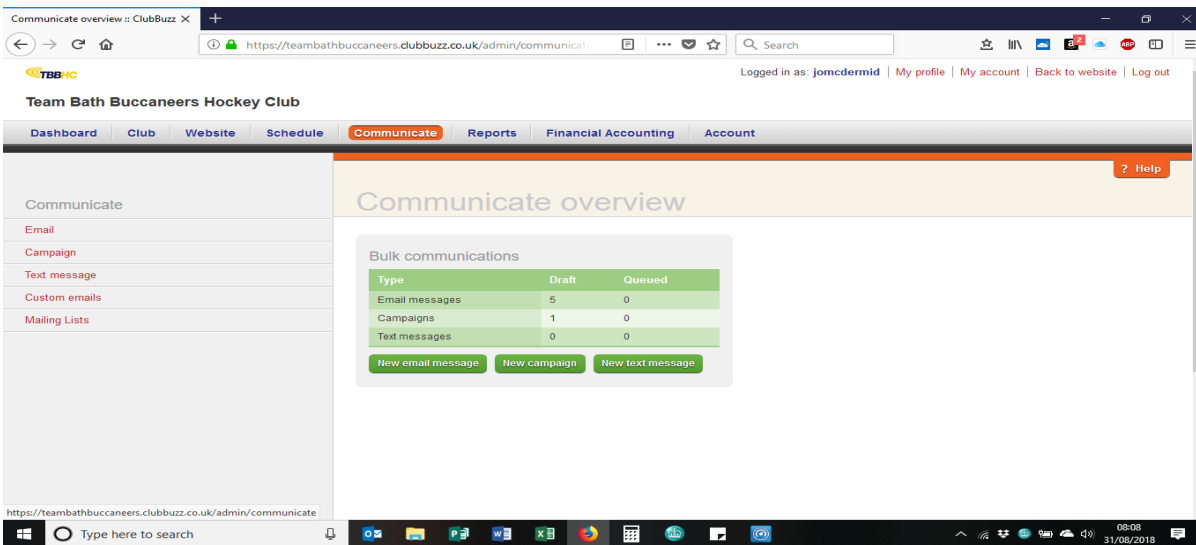


To Send Emails from ClubBuzz

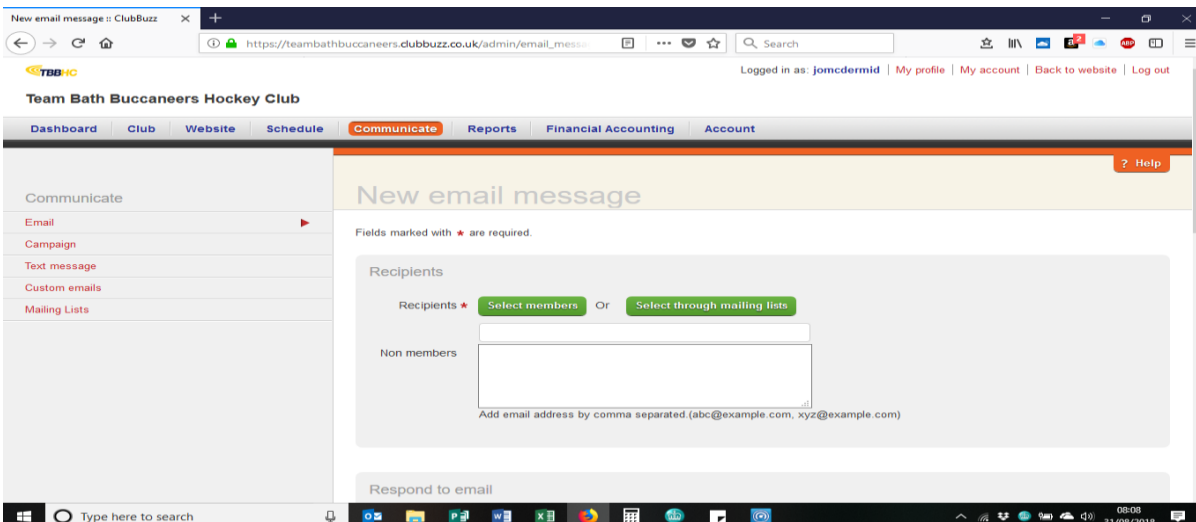
From the Dashboard click the communicate tab from the top.



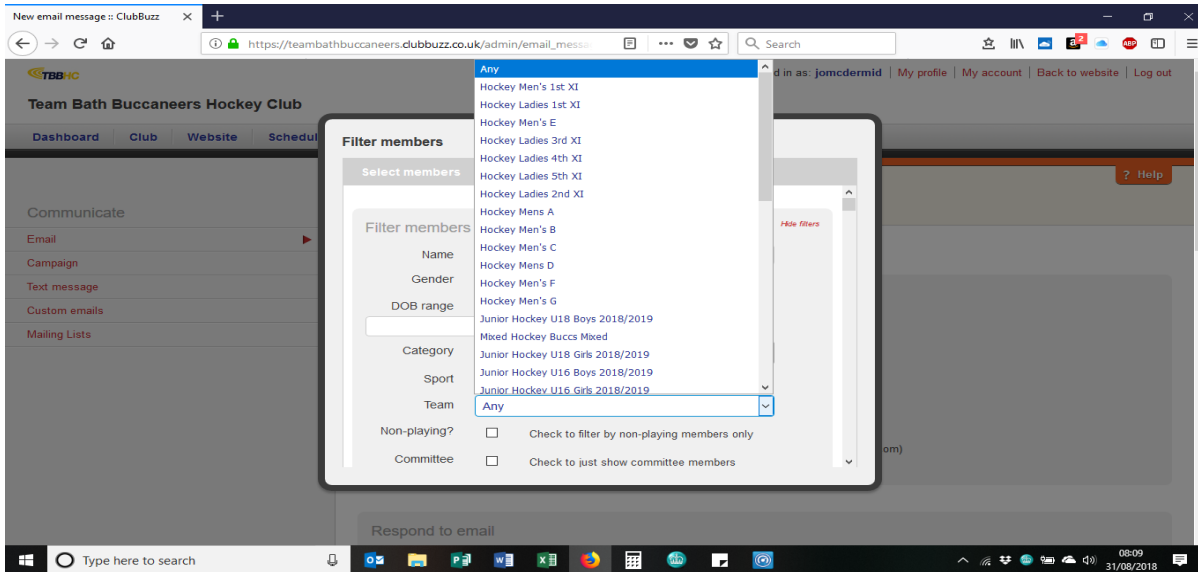
The click New Email Message



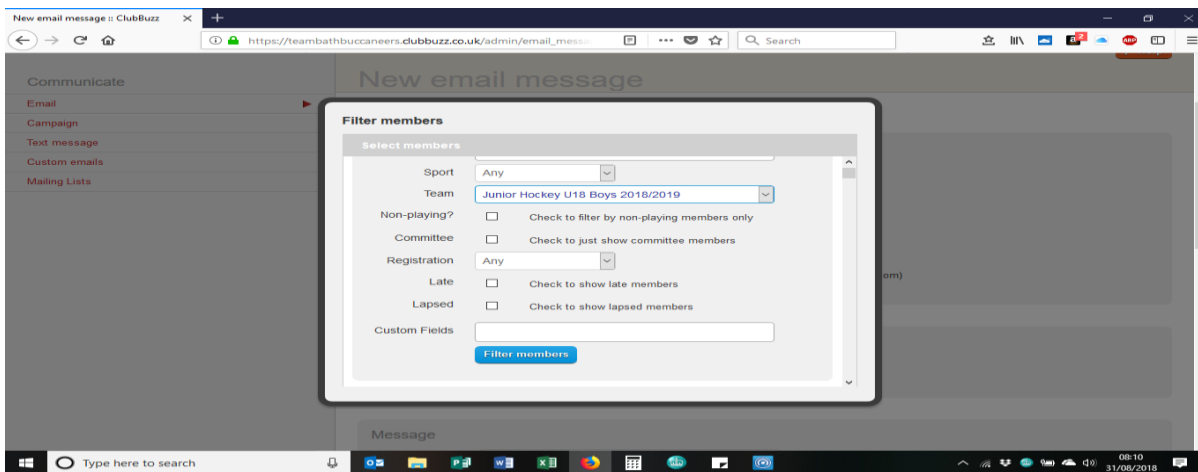
Click on Select Members. You can set up your own mailing lists if you wish.



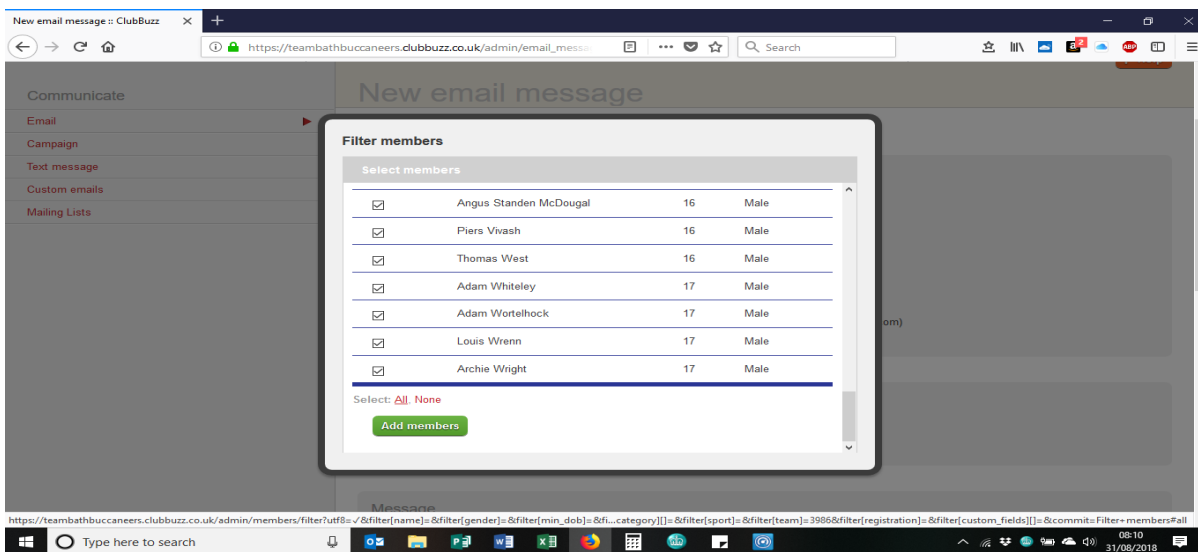
Select your team



Then Filter Members



And you can then individually select members by clicking in the box by their name or select all at the bottom of the list



This then brings up your email message, add your email for respond to email and then fill in title and body of text. There is no function to add attachments.

