Using your admin tools – Messages (uea.su)

This guide talks you through how to use the 'Messages' admin tools available to club and society committee members. The purpose of this admin tool button is to enable committee members to email their members via the SU website.

Click 'Messages' button on your admin tools

If you click on send email, you will be taken to this screen…

Click 'Send Email' to send an email
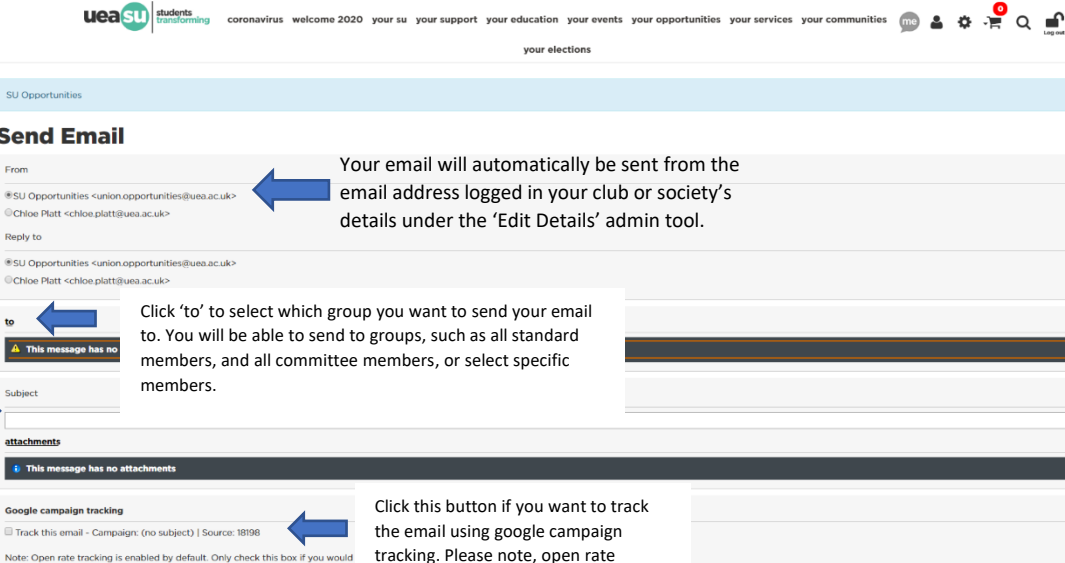
Any emails that you save as drafts will appear here

Any emails that you have sent using this admin tool will be visible here. You can view the emails you have sent within the last seven days, the last month, the last year, and all messages ever sent by your club or society.

Your email will automatically be sent from the email address logged in your club or society's details under the 'Edit Details' admin tool.

Click 'to' to select which group you want to send your email to. You will be able to send to groups, such as all standard members, and all committee members, or select specific members.

Write the subject of the email here

Click 'attachments' if you want to attach a file to the email
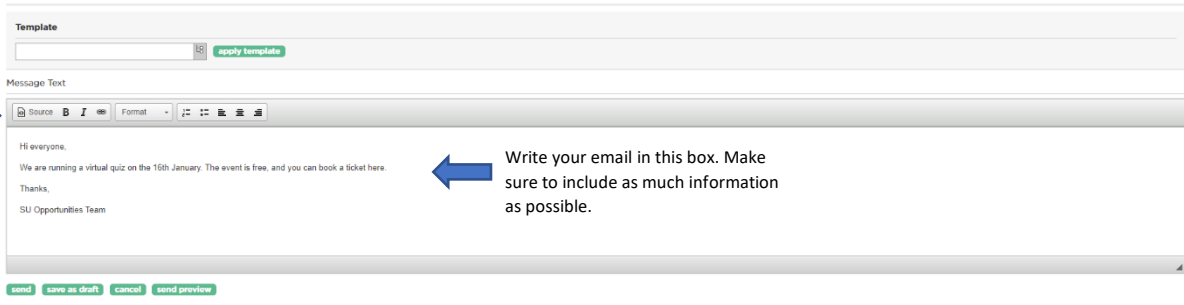
Click this button if you want to track the email using google campaign tracking. Please note, open rate tracking is enabled by default. Only click this box if you want to use campaign tracking in Google Analytics.

Template

apply template

You can format
your email
using these
buttons

Message Text

Source B *I* ⊕ Format ▾

Hi everyone,

We are running a virtual quiz on the 16th January. The event is free, and you can book a ticket here.

Thanks,

SU Opportunities Team

Write your email in this box. Make
sure to include as much information
as possible.

send save as draft cancel send preview

Press 'send' to send the email. You can also
click 'send preview' to preview what the
email will look like before sending.

Click 'save as draft' to save the email as a
draft and send at a later date.

Click 'cancel' if you no longer wish to send
the email.