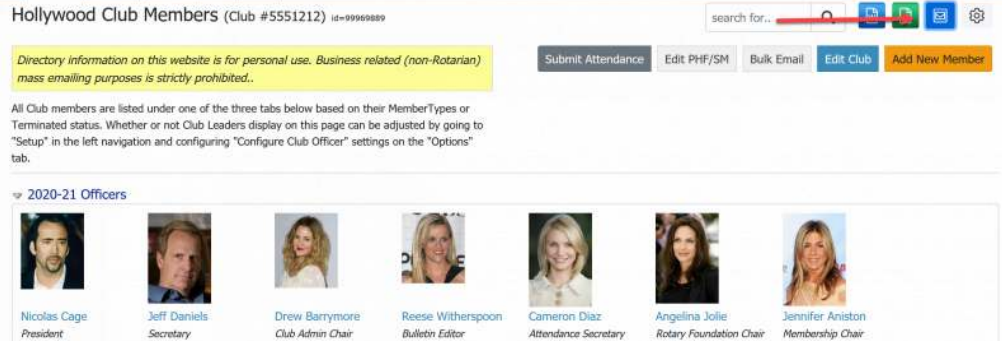Use the "Search" field at the top right to search for a help topic.

PMail All Club Members

Under the My Club tab, click on the My Club Members icon (or in the left side menu) to go to the Club Members list. On the Club Member list screen, in the top right corner, you will find the PMail icon:

or, under My Club tab, click on the PMail icon.

When using the PMail icon on the club members list page, a new window will open and you can select the type of member(s) as well as your Assistant Governor and Parent/Child club to include those members in the email as shown in the screen shot below, then click the "PMail" button at the bottom right of the screen.

When selecting the PMail icon from under the My Club tab, depending on your club settings, you may see the PMail All Club feature in the left side menu.

Next, click on the down arrow to open Display Options. To PMail All club members, next to Club click ON.

PMail Selected: Club Hollywood

To send Personalized Mail (PMail) to ALL members listed below, simply "click" on the [I members to send to, simply "check" the box in front of the Member's name that the PM member list be including or excluding clubs, club types, member types, and member st members.

⬍ **Display Options**

▷ Member Status: (All On|Off)

▷ Club Type: (All On|Off)

▷ Member Type: (All On|Off)

▷ Club: (All On|Off)

Member Listing: 32 Members selected

☑	Member Name	Member Type	Club Name
☑	Aniston, Jennifer	Active	Hollywood (5551212)
☑	Baba, Ali	Active-Satellite	Hollywood (5551212)
	Barrymore, Drew	Active	Hollywood (5551212)
☑	Brosnan, Pierce	Active-R85	Hollywood (5551212)
☑	Cage, Nicolas	Active	Hollywood (5551212)

Be sure to click on the PMail Selected button in the top right corner of the screen.
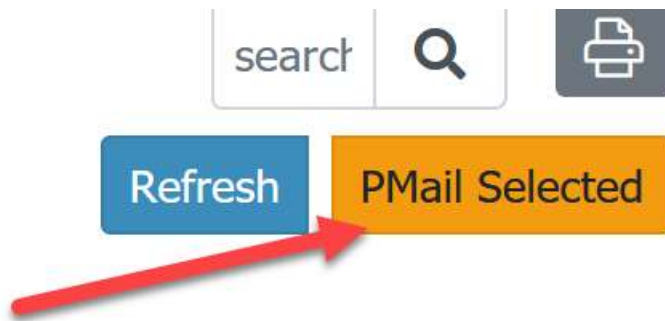
Another option is to click on the 'To' button to select the email recipients.
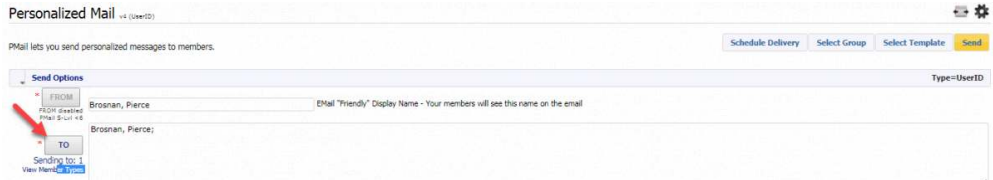
In the new window, click on the + and then check the box next to the Parent/Child club and the active members of the club will populate in the right side box. Be sure to click Update Names in the botton right corner of the window.
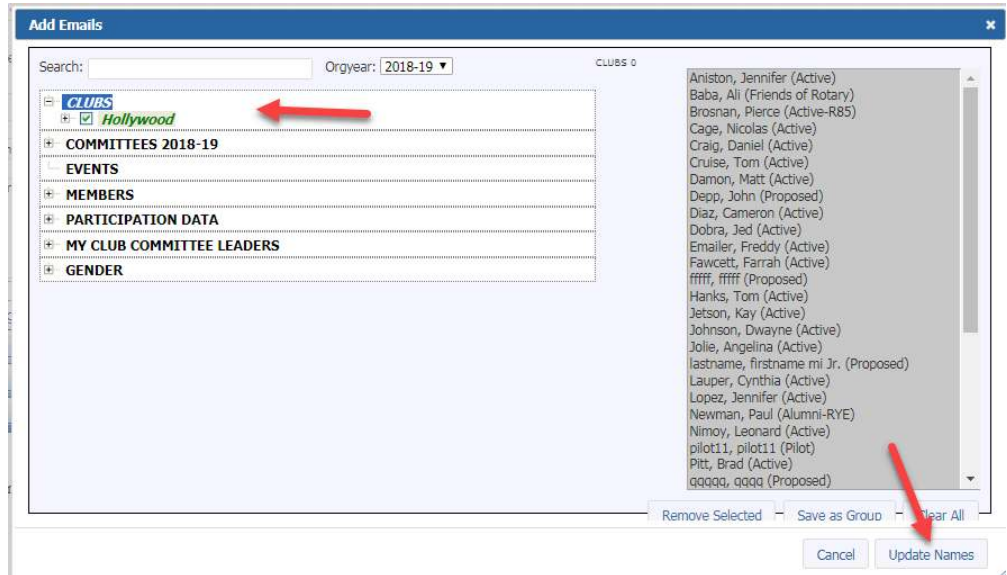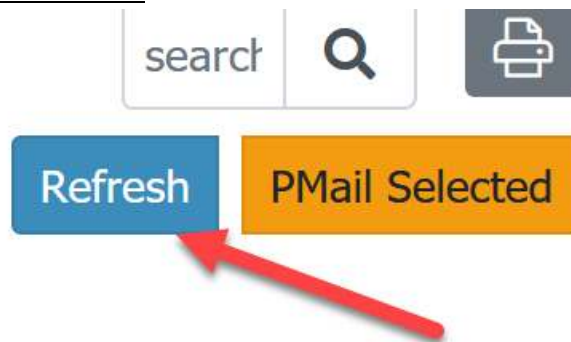

Tip: _When adjusting the Display Options, be sure to click on the Refresh button to update your changes if needed._

Did you know… PMail can be immediately sent or scheduled for delivery. Also, Tags are fields that auto-populate with information. To add 'tags' to your message, click the 'insert tag' button in the message editor. Even though your template looks funny at first, the final product will be a personalized email to each

recipient.