

Wild Apricot Convenor Tips

Convenors are given a limited administrative role in order to communicate to your group. You will have 2 views on your website:

1. Public view - you can post on Networking (two-way communication)
2. Admin view - you can post on Activity Announcements (two-way communication), see your group member list and send emails

Starting with opening the Peninsula Newcomers Website (<https://www.peninsulanewcomers.com>) and logging in with your email and password, it opens in Public View.

How To Post To Networking:

- In Public view, go to Members
- Click Networking
- Click Create Topic, insert your text
- You have the ability to Delete the post

How To Post an Activity Announcement:

- Click Admin view button on upper right corner
- Opens in Dashboard
- Click Website on left hand menu
- Click Members drop down box
- Select Activity Announcements and select your Activity Group
- Click 'Create topic'
- Fill in the subject and body
- Click Create
- You have the ability to delete the post

How To See Your Group Member List:

- Open in dashboard
- Click on Contacts on left hand menu
- Select Advanced search
- Check mark your group
- Scroll down and select search
- This list will automatically update every time a new member joins

How To Send An Email To Your Group:

- Open in Dashboard
- Click on Email
- Choose Templates
- Find your group template
- Click Send Email (at top menu bar)
- Click on each text box you want to edit
- Click Preview to ensure view is correct (you can send a test email to yourself by clicking the green button on the upper right)
- Click recipients, click +Contact list, find your group and check your contact list, click Add Selection
- Add subject for your email
- Review and Send, click the upper green button to send your email to your group

Adding a link to your Email

- Click on the More button, on your Toolbar at the top of the email
- Click Insert link
- Enter your URL (e.g., google map web address) or email, enter your link text
- Click Insert link