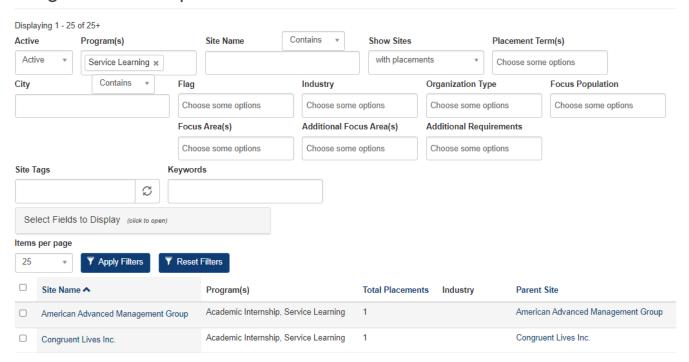
Mass Mailing Partners



- 1. Access the Log Entries Report at Reports > Sites > Program Sites Report
- 2. Filter the Report to list only active sites in your program(s). You may apply other filters as you need.

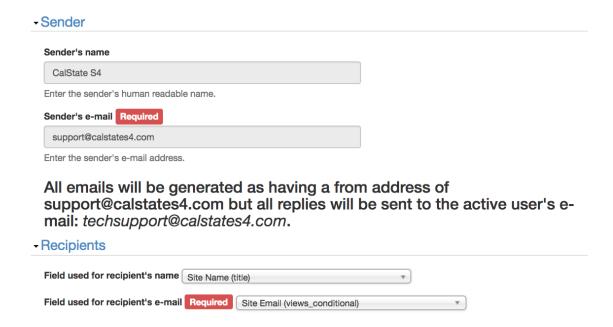
Program Sites Report



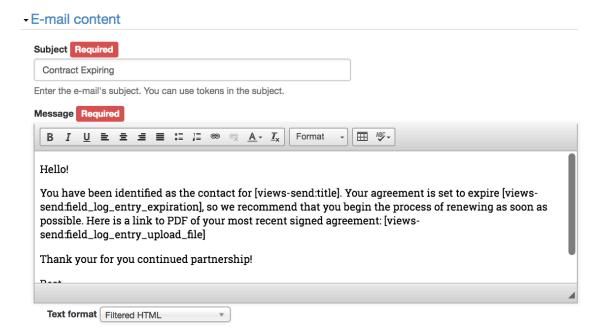
3. Using the check boxes on the left of the table, select the sites you wish to send emails to. You may select all by clicking the check box in the column title row. Once you have selected your sites, click the "Send e-mail" button at the bottom of the page.



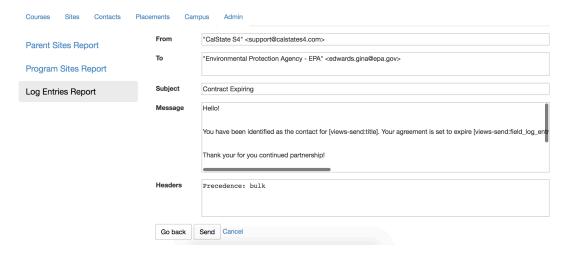
- 4. Creating and sending the email message
 - a. Fill out the form with your preferences. Some fields, like the Recipients section have default settings. Note: You <u>cannot</u> change the Sender information, but any replies to this email will be sent to your (or whoever is filling out the form) email. <u>DO NOT</u> change the Recipients settings unless you know what you are doing; modifying these settings is for advanced users only.



5. Add an email subject and message (see below for information on using tokens to customize your message).



6. Click Next and review your message



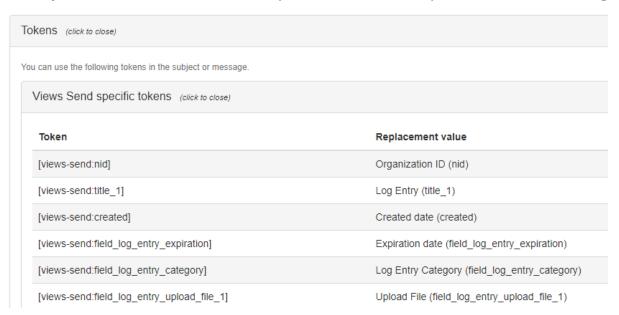
7. Click Send.

Using Tokens

You can use tokens that represent column data from the report you ran above in the e-mail.

Note: Make sure you copy the token including the beginning and ending brackets. <u>Read more about tokens here</u>.

1. Scroll to the **Tokens** section just below the message, click on **Tokens**, then click on **Views Send specific tokens**. You can use any of these tokens to personalize this message.



2. Use the **Replacement value** column to understand what information the token will provide, and copy the text under the **Token** column to use in the subject/message itself.

When working with Parent Organizations/Program Sites there are many similarly named fields, so if you see only "site" in the name then it's for a parent, and if you see "prog_site" then it's for the Program Site. If you're unsure which to choose, contact help@calstates4.atlassian.net with detailed information about what you're trying to accomplish and we'll help you figure it out!