

## **Sending Broadcast Emails**

**You have two different options to send broadcast emails. Select from choices below:**

1. Go to [www.active.com/explorer](http://www.active.com/explorer)
2. Type in your username and password, click log in
3. When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access.
4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to *Registration Tools*
5. Go to the *Broadcast Email* folder
6. Click “New Mailing” button
7. Click on the top button entitled “Edit Filters”

### **Broadcast Email Tool**

Choose the listings you would like to include in the mailing:

Choose any emails from the above results you would like to exclude from the mailing:

From Address:

Email Subject:

Message Body:

Edit Filters

Edit Exclude

This will allow you to select which listings to include in your mailing.

This will allow you to select which listings to exclude in your mailing

8. A box will appear with all of your listings (events) listed (this will include all your present & past events)

9. The box will list the names of your listings and then indented below that is that specific listing's registration categories

- Highlight the listing names that you want to include in the email
- To select multiple categories: hold down the “control” button and click on the multiple listings that you want to highlight. Highlighting the listing names will automatically include the registration categories listed below each listing

10. Once you have highlighted the listings you want to include in your email click the “search” button in the bottom right hand corner

11. Click the “continue” button

12. On this final page, fill out the rest of the information (ie: the sender's email address, the email title & email message)

**Remember: no graphics in the message box – simple text only! NO html code. Keep it simple.**

13. Then click “send only” button

## **2) OR To Send a Broadcast to Past Participants But Omit Some:**

*This is great if you have a current listing and you want to send out a reminder email to past participants, but you want to exclude individuals, who have already registered for this event, so they do not receive the email*

1. Go to <http://www.active.com/explorer>
2. Type in your Username and Password
3. Go to the drop down arrow located on the top left (*Select listing*) and select which race you would like to access.
4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to *Registration Tools*
5. Go to the *Broadcast Email* folder
6. Click “New Mailing” button
7. Click on the top button entitled “Edit Listings”
8. A box will appear with all of your listings (events) listed (this will include all

your present & past events)

9. The box will list the names of your listings and then indented below that is that specific listing's registration categories

- Highlight the listing names that you want to include in the email
- **Make sure you pay attention to the listings you want to highlight & include:**  
(You may want to only include **some** of the listings in the box – **not all!**)
  - to send an email to all past participants but exclude current participants:
    - highlight all main event titles you want to INCLUDE
  - **\*DO NOT** highlight the event you want to omit/exclude (ie: your current listing)

10. To select multiple categories: hold down the “control” button and click on the multiple listings that you want to highlight. Highlighting the listing names will automatically include the registration categories listed below each listing

11. Once you have highlighted the listings you want to include in your email push the “search” button

12. The system will filter out any duplicate emails, and list all listings/categories that will be included in the email - push the “continue” button

13. Then select the second button on the page entitled “Edit Exclude”

- this will allow you to filter out (take out) the emails from specific listings (ie: this will make sure all currently registered participants do not receive this)

14. Highlight the listings that you want to EXCLUDE from the email (this should be your present event)

15. Once you have highlighted the listings you want to exclude from your email click the “search” button

16. Click the “continue” button

17. Fill out the rest of the information (ie: your email address, the email title & email message)

**Remember: no graphics in the message box – simple text only! NO html code. Keep it simple.**

18. Then click “send only” button.

PLEASE NOTE that the email text must be cleaned simple text. To ensure that a complete email goes out we strongly recommend cleaning your text. PLEASE see the **BELOW** for a link and brief instructions on how to clean your text.

**Link to a text cleaning website:**

<http://jon.hedley.net/convert-ms-word-to-plain-text>

