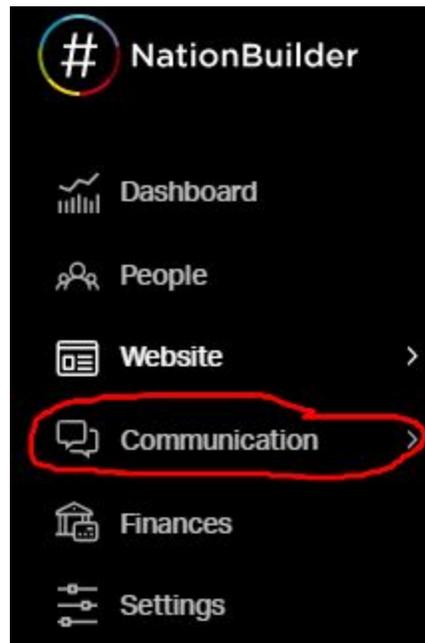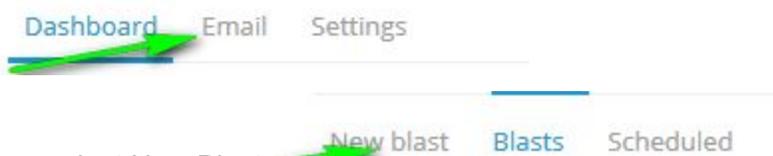Send email with Communicator
1. Hover over Communication
2. Drop down list to the name of the broadcaster and click

3. Now select the Email menu option

   Dashboard   Email   Settings

                New blast   Blasts   Scheduled
4. Now select New Blast
5. Enter a slug and a description on the lines provided
6. Click "Create and Edit Email Blast
7. Click on Tags as indicated by the green arrow to the right.
8. In the "tagged with" box, now enter sbl
9. Click "Save recipients"
10. When this document was created, the list of found persons with the sbl tag are listed to the right and the list is headed by a report on the number of valid email addresses found something like

    Will send to 915 of 1,233 people

11. Next go the Body menu choice and compose your email blast
12. You can use the blast text we used in October, 2015 as a sample:

    Click here to go to the State Board letter portion of our website where you will find our October edition.
    Highlights in this issue include:
    ● Our upcoming trip to Arena Stage - We still have tickets!
    ● The 3 Rs Workshop on October 17th that will help you to grow and strengthen your League
    ● An introduction to our awesome new office administrator
    ● Planning for the upcoming elections and General Assembly session.
13. Now click Save and Preview. It is the "save" part that is important, because we now need to go back to the SBL page to get the link. Well I do because I forgot to memorize it ahead of time!
14. To get back to the blast content, click on Body
15. Highlight the phrase, "Click here"

16. Click on the link icon
17. Type in the site name plus the slug, which in this case is "www.lwvmd.org/state_board_letter"

18. It will prompt you to add http://, to which you should respond, OK, and you will see in the link box the entire site address spelled out
19. Click on "Update"
20. Save and Preview (always)
21. Send a test email to yourself if you wish to see if the link works
22. Finally, click on the box that says "Send now to 915 people" (the 915 will match the number returned to you in step 10 above)
23. You are done!