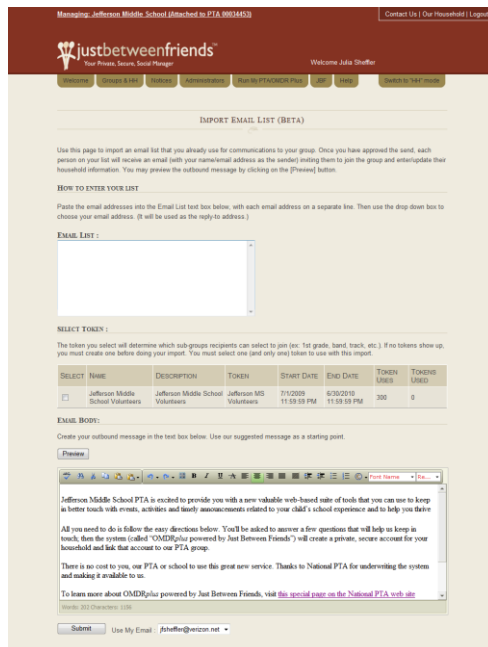


Email Import

1. Log into your administrative side of your account.
2. Click on the <Notices> tab
3. You should see a screen similar to the one below:



4. Click on the Import Email List.
5. Below is the next screen:



6. Fill in the email list either by typing them in or better yet copy and paste.
7. Select the token by checking in the box by the token you wish to use.

Managing: Jefferson Middle School (Attached to PTA 0003453) [Contact Us](#) | [Our Household](#) | [Logout](#)

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IMPORT EMAIL LIST (BETA)

Use this page to import an email list that you already use for communications to your group. Once you have approved the send, each person on your list will receive an email (with your name/email address as the sender) inviting them to join the group and enter/update their household information. You may preview the outbound message by clicking on the [Preview] button.

HOW TO ENTER YOUR LIST

Paste the email addresses into the Email List text box below, with each email address on a separate line. Then use the drop down box to choose your email address. (It will be used as the reply-to address.)

EMAIL LIST :

Add your emails here

SELECT TOKEN :

The token you select will determine which sub-groups recipients can select to join (ex: 1st grade, band, track, etc.) If no tokens show up, you must create one before doing your import. You must select one (and only one) token to use with this import.

SELECT	NAME	DESCRIPTION	TOKEN	START DATE	END DATE	TOKENS USED	TOKENS LEFT
<input checked="" type="checkbox"/>	Jefferson Middle School Volunteers	Jefferson Middle School Volunteers	Jefferson Middle School	7/1/2009 11:59:59 PM	6/30/2010 11:59:59 PM	300	0

EMAIL BODY:

Create your outbound message in the text box below. Use our suggested message as a starting point.

[Preview](#)

household and link that account to our PTA group.

There is no cost to you, our PTA or school to use this great new service. Thanks to National PTA for underwriting the system household and link that account to our PTA group.

There is no cost to you, our PTA or school to use this great new service. Thanks to National PTA for underwriting the system.

Thanks,

Julia Sheffer
Jefferson Middle School PTA

Words: 202 Characters: 1106

Use My Email: jshaffer@jefferson.net

8.

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Thanks,

Julia Sheffer
Jefferson Middle School PTA

Words: 202 Characters: 1106

Use My Email: jshaffer@jefferson.net

9. Now click on the submit button. You will get a sample back such as this:

10.

Secure, So... Jeffler

ps & HH Sw

You are importing the following email addresses. Those listed in **red** cannot be imported.

RECEIPIENTS LIST :

jfsh@...rizon.net

You are importing the following email addresses. Those listed in **red** cannot be imported.

RECEIPIENTS LIST :

jfsh@...rizon.net

port an ema approved t
ll receive e group an
a. You ma

IMPORT EMAIL LIST (BETA)

11. Here is the sample letter from your email:.

Jefferson School PTA is excited to provide you with a new valuable web-based suite of tools that you can use to keep in better touch with events, activities and timely announcements related to your child's school experience and to help you thrive in our hectic school and surrounding community. These tools also make it easier and less time-consuming for us to operate and fund our PTA and allow you to opt-in and out of valuable PTA information (e-newsletters and exclusive member benefits).

All you need to do is follow the easy directions below. You'll be asked to answer a few questions that will help us keep in touch; then the system (called "OMDR*plus* powered by Just Between Friends") will create a private, secure account for your household and link that account to our PTA group.

There is no cost to you, our PTA or school to use this great new service. Thanks to National PTA for underwriting the system and making it available to us.

To learn more about OMDR*plus* powered by Just Between Friends, visit this special page on the National PTA web site Please create your account at your next possible opportunity.

Thanks.

Julia Smith
Jefferson School PTA

Please click here to start. It will only take a few minutes to answer the questions, verify your information, and create your username and password.

If you cannot use the link above, copy and paste the following into your browser's address field

<https://www.justbetweenfriends.com/TokenProcessing/efferson MS Volunteers>