



Willco Guide Sending a Mailing

Print this guide and keep it handy as a quick reference to sending a mailing to your members. Make a note of your details here:

Your Community name: _____
Community homepage: <http://> _____
Your registered email address: _____
Password: _____

Steps

Visit your community homepage at:
<http://communityname.willco.com/>

Log in with an administrative
email address and password

Click 'Administration'

Click 'Member Module'

① If you are sending a mailing to a subset of your Member database, use the 'Filter' box (bottom right) to 'filter' the recipients of your mailing. Filter the list prior to continuing with these steps.

Click 'Send mail to these members'

Complete the boxes on the form

Test the mailing prior to sending by
selecting 'yourself only' in the 'To'
drop-down box

Click 'Send'

Notes

Replace 'communityname' with the name of your community. ① No 'www' in the URL

You should see a link to 'Administration'

① Once in "Administration," you are within the Willco customer interface, with orange and blue graphic elements

① If you click "Member Details" without first clicking "Administration," you will only be editing your own user information

The 'Send mail' link appears at the top right of the screen

① For an HTML mailing, view the Quick Start on HTML mailings. ① Improve the appearance of your Plain Text message by entering hard carriage returns at the end of each line.

Optional but recommended

Your mailing will be queued. You may cancel it prior to sending if necessary by visiting the 'Progress' page.