

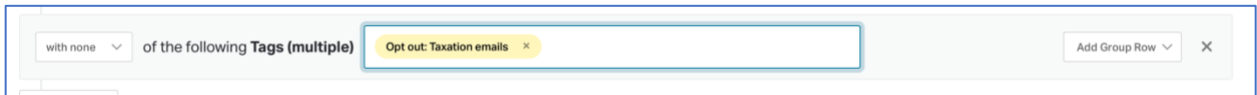
SENDING EMAIL

A. TO YOUR WHOLE COUNTRY or CHAPTER:

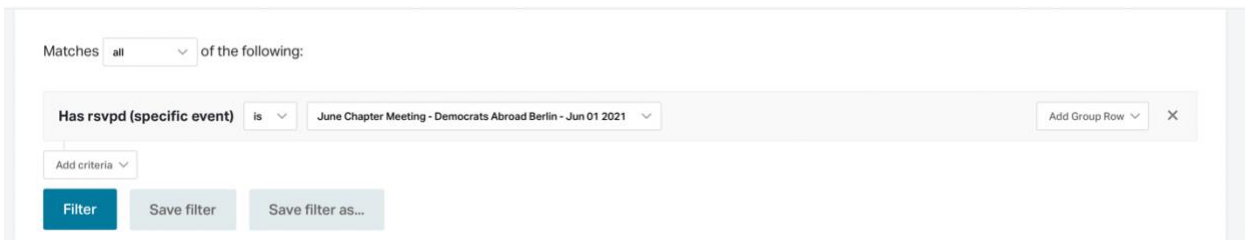
- **ALWAYS USE THIS FILTER:** “Receive Local Emails”
- Please do not rename it or create your own national copy. It should **not** be called “Receive Local News” or “Local Emails – DE”. This filter **will** work for **your** chapter or **your** country without any changes.
- About this filter:
 - ✓ This will filter out any member who has opted out of local (country OR chapter) emails.
 - ✓ You should use it when sending ANY email to your chapter or country members.
 - ✓ You can use it as a basis to build other filters that are more targeted for your membership.
 - ✓ This does **not** include any of the info-*** email addresses. Please do not try to include these addresses in your regular mailings to your members.

B. BUILD A MORE SPECIFIC FILTER (Country and Chapter)

1. In the People View
2. **USE THIS FILTER:** “Receive Local Emails”
 - ✓ All members who opted out of chapter/country emails will be excluded.
3. **ADD** your other requirements. Some Options:
 - a. Emails to your members about taxation events.
 - b. ADD the criteria to the filter:



- c. Other new criteria you can add to your filter:
 - ✓ Opt out: donation emails
 - ✓ Opt out: Taxation emails
 - ✓ Opt out: voter alert emails
4. **SAVE** your adapted filter with a name like “CC-ISSUE-Email” (“FI-Taxation-Email”)
 5. **EVENTS:** To email people who have RSVP’d to an event, the above list does **not** apply. Create a filter that looks like this, and **save the filter** to use in the broadcaster. A good naming convention is CC-Event-MMYY.



C. GLOBAL ADMINS - Reminder

- All the global filters have been adjusted to reflect the new options.
- You **MUST** add the local Country to the filter if you are setting up a local country or chapter email for them.