

How to Email WPS Members using a List

Login to the WebCollect System at <https://webcollect.org.uk/winphotosoc>

This will present the following screen where at the top you will see the words Admin, click here (its highlighted here)

Winchester Photographic Society [Admin home](#) Powered by **WebCollect** Great Photographer: My home Sign out
www.winphotosoc.uk Contact WINPHOTOSOC [My basket](#)

Upcoming WINPHOTOSOC events
02-11-2021 Autumn Lecture [Details](#)
[Browse more upcoming events](#)

My subscriptions current
[Manage / Renew my subscriptions](#)
Individual Renewing Member - Great Photographer ⇒ 30-06-2022 [Join Here](#)

Lists
I belong to
All Members [View](#)
Competitions [View](#)
Improvers [View](#)
more ...
Public lists
Beginners Group [View](#)
Distinctions [View](#)
PAGB [View](#)
more ... [View all](#)

My profile
Title
First name Great
Last name Photographer
Email dbevot@me.com
WebCollect id 574574
Unique id for WINPHOTOSOC <not assigned>
Bank reference for WINPHOTOSOC kmo5rcaew8
[Edit](#) [Details](#) [Password](#) [Addresses](#)

Main Membership Form for Great Photographer
GDPR Consent Yes
Competition Class Beginners
Mailing List Yes
Groups Beginners, Distinctions, Improvers 1, PAGB, Projects, Enhanced Reality
Facebook No
Role in Society
Joined Society
Distinction LRPS
Website <http://www.lilianhobbs.com>
Camera Sony
Equipment Sony
Area of Interest Landscape
[Edit](#)

This will take you to the admin options available to you

The screenshot shows the 'Administrator home' page of the WebCollect system. At the top, there is a navigation bar with the WebCollect logo, a 'Winchester Photogra...' link, and an 'Admin Home' link. On the right, there are links for 'Home', 'What is WebCollect?', 'Contact us', 'Help', 'Great Photographer: My home', and 'Sign out'. The main content area is divided into several sections. On the left, there is a 'Need Help?' link. Below it, there is a 'Emails / SMS sent' section with a status 'No emails or sms sent yet' and buttons for 'Compose', 'New email', and 'New sms'. To the right of this is a 'My Events' section with links for 'Bookings report' and 'Add new'. Below the email section is a 'Lists' section with two sub-sections: 'I belong to' and 'Public lists'. The 'I belong to' section lists 'All Members', 'Competitions', and 'Improvers', each with a 'View' link. The 'Public lists' section lists 'Beginners Group', 'Distinctions', and 'PAGB', each with a 'View' link. At the bottom of the 'Public lists' section is a 'View all' link.

To send an email click on the New email link in the email section

NOTE: If you do not see the option to email, please contact the membership secretary to give you this option

The screenshot shows the 'Email' composition page in the WebCollect system. At the top, there is a navigation bar with the WebCollect logo, a 'Winchester Photogra...' link, and an 'Admin Home' link. On the right, there are links for 'Home', 'What is WebCollect?', 'Contact us', 'Help', 'Great Photographer: My home', and 'Sign out'. The main content area is divided into several sections. On the left, there is a 'Need Help?' link. Below it, there is a 'Saved as draft' message. The 'Email' section has links for 'Preview this draft' and 'Delete this draft'. Below this is a 'Sending email to 0 members' section. The email form includes fields for 'From' (Winchester Photographic Society <winphotosoc@webcollect.org.uk>), 'Reply-to' (Great Photographer <dbevot@me.com>), 'To' (empty), and 'Subject' (empty). Below the form is a rich text editor with a toolbar and a text area. At the bottom of the form is a 'Path: p' field and buttons for 'Save as draft' and 'Send'. On the right side of the page, there is a 'Remove all recipients' link. Below it is an 'Add recipients from' section with a 'List...' dropdown and a link for 'Event bookings'. Below this is an 'Attachments' section with a link for 'Add attachments'. At the bottom right is a 'Tags' section with a link for 'Click on tag to insert into email'. Below the tags section is a table with two columns: 'tag' and 'example'.

tag	example
[member_name]	Great Photographer
[member_title]	Great Photographer
[member_firstname]	Great
[member_email]	dbevot@me.com
[member_webc]	574574
[member_uniqu]	<not assigned>
[member_bank]	kmo5rcaew8
[sign_in_details]	username and password
[sign_in_details]	username and password, goes to my subs
[sign_in_details]	username and password, goes to available subs

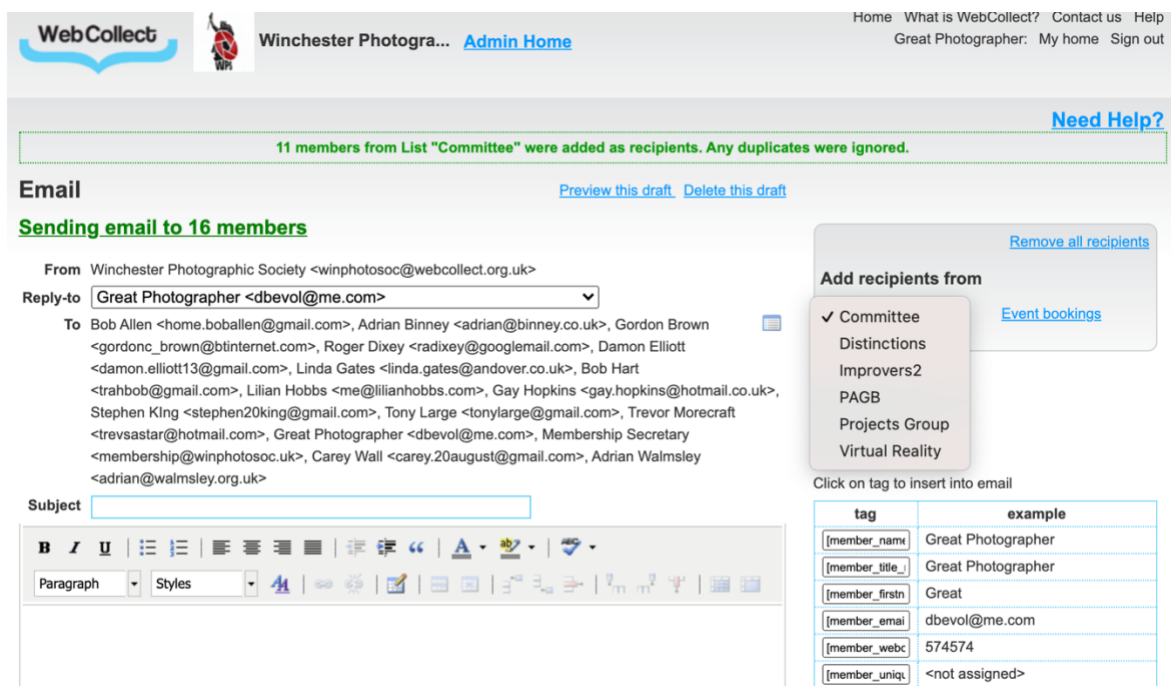
This is the screen where you create your email

Reply To: Allows you to specify where any responses will be sent

Using a Mailing List

Click on the drop down list to select the mailing list. Select the list and it will automatically populate the To list

NOTE: If you don't see the mailing list contact the membership secretary and I will make it available to you



WebCollect

Winchester Photogra... [Admin Home](#)

Home What is WebCollect? Contact us Help
Great Photographer: My home Sign out

[Need Help?](#)

11 members from List "Committee" were added as recipients. Any duplicates were ignored.

Email [Preview this draft](#) [Delete this draft](#)

Sending email to 16 members

From Winchester Photographic Society <winphotosoc@webcollect.org.uk>

Reply-to **Great Photographer <dbevol@me.com>**

To Bob Allen <home.boballen@gmail.com>, Adrian Binney <adrian@binney.co.uk>, Gordon Brown <gordonc_brown@btinternet.com>, Roger Dixey <radixey@googlemail.com>, Damon Elliott <damon.elliott13@gmail.com>, Linda Gates <linda.gates@andover.co.uk>, Bob Hart <trahbob@gmail.com>, Lillian Hobbs <me@lillianhobbs.com>, Gay Hopkins <gay.hopkins@hotmail.co.uk>, Stephen Kling <stephen20king@gmail.com>, Tony Large <tonylarge@gmail.com>, Trevor Morecraft <trevsastar@hotmail.com>, Great Photographer <dbevol@me.com>, Membership Secretary <membership@winphotosoc.uk>, Carey Wall <carey.20august@gmail.com>, Adrian Walmsley <adrian@walmsley.org.uk>

Subject

Add recipients from

- ✓ Committee
- Distinctions
- Improvers2
- PAGB
- Projects Group
- Virtual Reality

[Remove all recipients](#)

[Event bookings](#)

Click on tag to insert into email

tag	example
[member_name]	Great Photographer
[member_title]	Great Photographer
[member_firstname]	Great
[member_email]	dbevol@me.com
[member_webc]	574574
[member_uniq]	<not assigned>

Remove Names from Email To List

To delete email addresses click on the small box to the right of the names, its highlighted here



From Winchester Photographic Society <winphotosoc@webcollect.org.uk>

Reply-to **Great Photographer <dbevol@me.com>**

To Bob Allen <home.boballen@gmail.com>, Adrian Binney <adrian@binney.co.uk>, Gordon Brown <gordonc_brown@btinternet.com>, Roger Dixey <radixey@googlemail.com>, Damon Elliott <damon.elliott13@gmail.com>, Linda Gates <linda.gates@andover.co.uk>, Bob Hart <trahbob@gmail.com>, Lillian Hobbs <me@lillianhobbs.com>, Gay Hopkins <gay.hopkins@hotmail.co.uk>, Stephen Kling <stephen20king@gmail.com>, Tony Large <tonylarge@gmail.com>, Trevor Morecraft

This will generate a list of email names as shown below



To delete an entry click on the red minus sign as highlighted and the name is removed



Enter the Subject

Adrian Binney <adrian@binney.co.uk>, Linda Gates <linda.gates@andover.co.uk>, Stephen King <stephen20king@gmail.com>, Great Photographer <dbevol@me.com>

Subject

B I U | | | | | | | | | | |

Add an Attachment

Attachments can be added to an email by clicking on the blue Add Attachments button

[Event b...](#)

Attachments

[Add attachments >](#)

Tags

This displays a new input box where you can add as many attachments as needed

Attachments

Here you can upload attachments for your email.

Documents can be pdf, doc, docx, xls, xlsx, ppt, pptx, jpg, png, gif. Maximum file size is 10MB.

Choose file

No file chosen

Add

Done

Click on the Add button for each item and click on Done button when finished

Text and Customising the Email

You can now enter the body text of the email and customise it to the member using the tags on the right. Simply drag the tag across or copy and paste it as shown below

Subject Demo Email

Paragraph

Styles

Dear [member_firstname],

This is a demo email where we can insert tags into the text to create a customised email

Thank you

Lilian

Path: p

Save as draft Send

Attachments

Add attachments

Tags

Click on tag to insert into email

tag	example
[member_name]	Great Photographer
[member_title]	Great Photographer
[member_firstname]	Great
[member_email]	dbevol@me.com
[member_webc]	574574
[member_uniqu]	<not assigned>
[member_bank]	kmo5rcaew8
[sign_in_details]	username and password
[sign_in_details]	username and password, goes to my subs
[sign_in_details]	username and password, goes to available subs
[sign_in_details]	username and password with link to login
[inf GDPR Co]	Membershin form field

By including the tag [member_firstname] the email will read Dear Lilian when it is generated adding a nice personalisation touch.

Not Ready to Send the Email

Save as draft

Click on and the email will be saved so you can send later

Preview the Email

To preview the email before sending click on Preview this Draft

Email

Preview this draft Delete this

Sending email to 7 members

From Winchester Photographic Society <winphotosoc@webcollect.org.uk>

Reply-to Great Photographer <dbevol@me.com>


To Adrian Binney <adrian@binney.co.uk>, Louise Brown <lb.brown@icloud.com>, Linda Gates

This will display the email as it will look to the recipient. A tip is don't add extra line breaks or you will get additional lines as shown here. When you are happy click on Back at the bottom left


Stephen King <stephen20king@gmail.com>, Great Photographer <dbevol@me.com>, Membership Secretary <membership@winphotosoc>.

Subject: Demo Email

Email sent (using first recipient for tags). [Here is the full list.](#)



Winchester Photographic Society
My WINPHOTOSOC Account

Powered by


Dear Membership,

This is a demo email where we can insert tags into the text to create a customised email

Thank you

Lilian


This email has been sent to you by WebCollect on behalf of [Winchester Photographic Society](#). WebCollect is a software product for clubs, societies and small businesses. WebCollect is a trading name of Open Brackets Limited, registered number 04559247. Address: 1 Powell Road, Poole BH14 8SG.

If you do not wish to receive such emails please contact Winchester Photographic Society at membership@winphotosoc.uk or reply to this email.

Back

Sending the Email

Pressing the Back button may return you to your list of emails as shown below





Winchester Photogra... [Admin Home](#)

Home What is WebCollect? Contact us Help
Great Photographer: My home Sign out

Recent Emails / SMS

Compose [New email](#) [New sms](#) [Need Help?](#)

Outgoing Emails / SMS 1 - 2 / 2 20 per page pages < Prev 1 Next >

Type	Created / Sent on	Subject / Text	Recipients	
	30-07-2021 Draft...	Demo Email	7	View Edit Remove
	30-07-2021 Draft...		0	View Edit Remove

Click on the Edit option to display the email and then press the blue send button to send it

Winchester Photogra...
Admin Home

Home
What is WebCollect?
Contact us
Help
Great Photographer:
My home
Sign out

Email

[Preview this draft](#) [Delete this draft](#)

Sending email to 7 members

From Winchester Photographic Society <winphotosoc@webcollect.org.uk>

Reply-to: Great Photographer <dbevol@me.com>

To: Adrian Binney <adrian@binney.co.uk>, Louise Brown <lb.brown@icloud.com>, Linda Gates <linda.gates@andover.co.uk>, Lilian Hobbs <me@lilianhobbs.com>, Stephen King <stephen20king@gmail.com>, Great Photographer <dbevol@me.com>, Membership Secretary <membership@winphotosoc.uk>

Subject: Demo Email

Paragraph

Styles

Dear [member_firstname],

This is a demo email where we can insert tags into the text to create a customised email

Thank you

Lilian

Path: p

[Save as draft](#)
[Send](#)

[Need Help?](#)

[Remove all recipients](#)

Add recipients from

List... [Event bookings](#)

Attachments

[Add attachments](#)

Tags

Click on tag to insert into email

tag	example
[member_name]	Great Photographer
[member_title_]	Great Photographer
[member_firstname]	Great
[member_email]	dbevol@me.com
[member_webc]	574574
[member_uniqu]	<not assigned>
[member_bank]	kmo5rcaew8
[sign_in_detailk]	username and password
[sign_in_detailk]	username and password, goes to my subs
[sign_in_detailk]	username and password, goes to available subs
[sign_in_detailk]	username and password with link to login
[mf_GDPR_Co]	Membership form field

There are some limitations with the WebCollect email system

- Adding images is not easy
- They cannot be scheduled