

How to Send an Email to a Chapter via Naylor AMS

- 1) Click the Admin Login from REAA.org (scroll to the very bottom of the page)

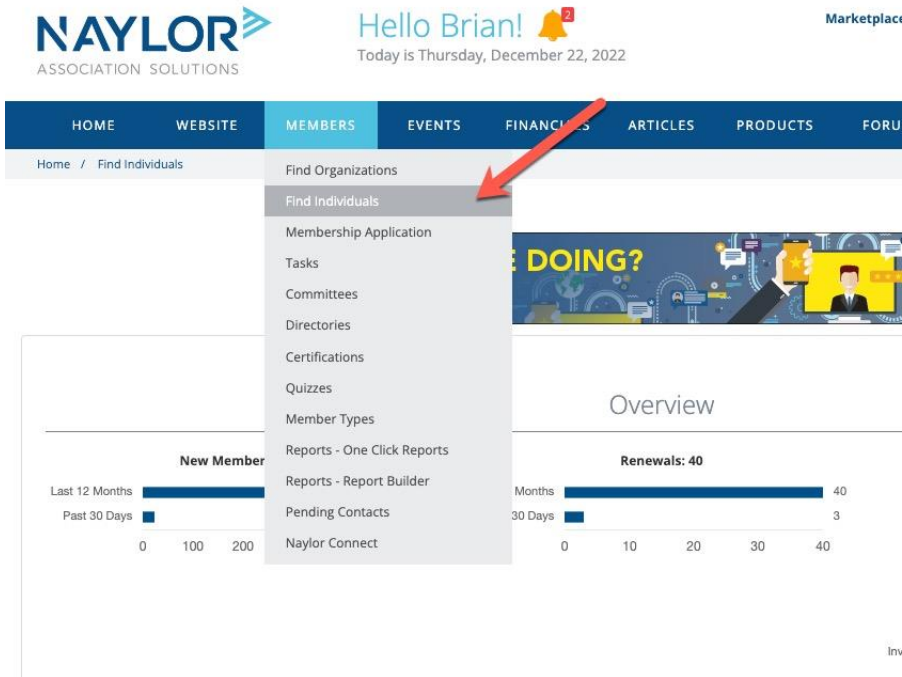
You can gain access to our old website at <http://reaa.org> and log in with your account credentials to access old CE Certificates.



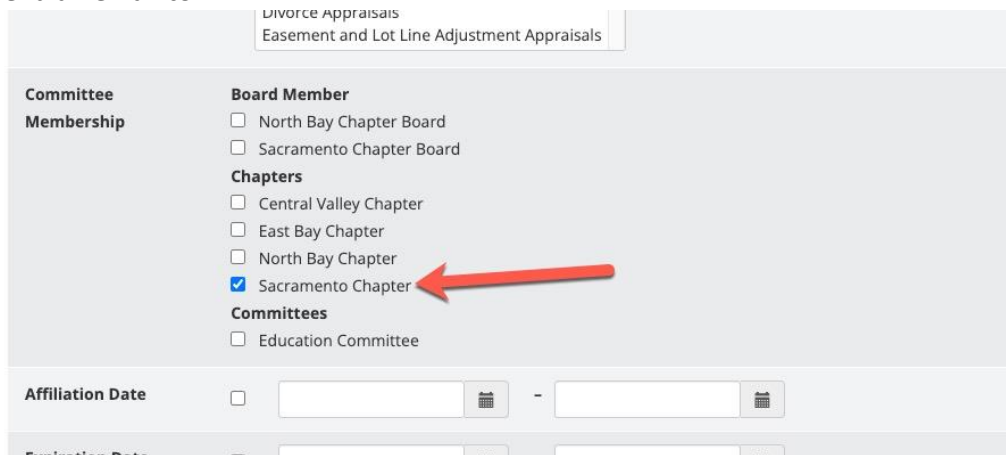
- 2) Enter your Admin Username and Password
(This is different than your REAA.org. The login is first initial followed by your last name. e.g. "John Smith" username would be "JSmith") If you need help contact info@reaa.org

The screenshot shows the "Naylor Client Login" form. It features a title "Naylor Client Login" at the top. Below the title are two input fields: "Username" with a person icon and "Password" with a key icon. There is a "Remember Me" checkbox which is checked. Below the input fields is a blue "LOGIN" button with a lock icon. Underneath the button is a link that says "Forgot your Password?". At the bottom of the form, there is a section for "New Users:" with the text "Please obtain your username and password from your Naylor Association Solutions administrator."

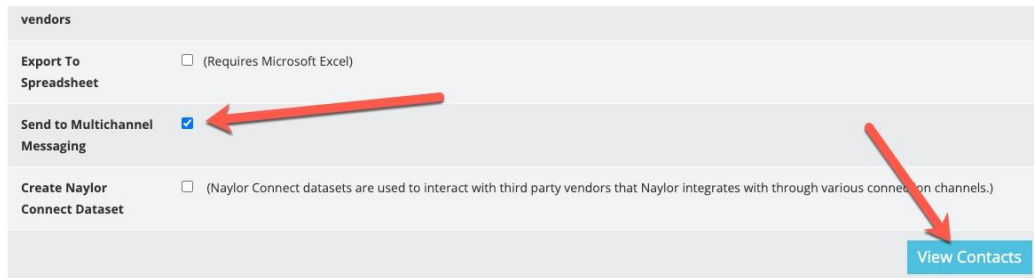
3) On the Admin Home Page, Navigate to the Members Menu, then down to Find Individuals



4) Scroll Down to the Committee Membership Section and select the chapter in which you want to send an email to.



5) Keep scrolling down and select "Send to Multichannel Messaging"
Click View Contacts



- 6) Verify the number of contacts seems reasonable for that chapter. "Click here to Review" will show the chapter list. When you are ready to proceed click Save and Continue.

✉ Multichannel Messaging Campaign

Contacts	Selected Recipients Includes 109 Contacts - Click here to Review
Select Message Type(s)	<input checked="" type="checkbox"/> Email Messaging

[Save and Continue](#)

- 7) Name the Message Campaign. Set a Date and Time to send the email. Fill out the Display Name, Email From address, Reply To address and the Subject. Once filled out, click next.

General Settings

General Fields

Message Name:

Broadcast Date:

Broadcast Time: Eastern Standard Time

Email Settings

Display Name:

Email From:

Reply To:

Subject:

Forward: Yes No

[Next >](#) [Cancel](#)

- 8) Create your Email via the HTML editor (similar to editing a Webpage). Two templates have been created for In Class and Zoom Class Reminders. To access the templates, click Insert Personal Templates.

New Campaigns | Job Listing | Report Center | @ | SMS | Survey

Template Library | File Library | List Library

New Email Campaign Step 5 of 8

Edit HTML Content

[Insert Personal Template](#) [Insert Global Template](#) No file chosen [Upload to HTML Editor](#)

Body Background Color: [Change Color](#) Insert: [Insert](#)

Source | | Styles | Format | Font | Size | |

[Preview HTML](#) [Convert HTML to Text](#)

9) Create Desired Email. Scroll to the bottom and click Next

NEW EMAIL

Edit HTML Content

Insert Personal Template | Insert Global Template | Choose File | No file chosen | Insert Merge Field | Upload to HTML Editor

Body Background Color | Change Color | Insert | Images | REAA 2d3656.png | Insert

Source | Styles | Heading 1 | Lucida S... | 48

body h1 span span span

Preview HTML | Convert HTML to Text

Show Plain Text | Hide Plain Text

< Back | **Next >** | Cancel

10) Add any email address you'd like to send sample emails. Once finished, click Next

Multichannel Messaging Campaign

Enter up to 5 email addresses to receive the sample emails

Email 1 : *Required

Email 2 :

Email 3 :

Email 4 :


Email 5 :

< Back | **Next >** | Cancel

11) Click Submit to send the test email

Multichannel Messaging Campaign


Message Submit

 **General Fields**

Message: Test

Broadcast Date: 12/24/2022 Eastern Standard Time Broadcast Time: 4:32 PM Eastern Standard Time

[Download List](#)

 **Email Settings**

Display Name: REAA Test Email FromAddress: sacramento@reaa.org

Reply-To Address: sacramento@reaa.org Subject: Just a Test

Email HTML File: [default.html](#) Email TEXT File:

Forward: Yes

Email Attachments:

12) Test Message has been sent and the campaign is scheduled

Multichannel Messaging Campaign

Email Order ID: 75702380
Campaign name: Test
Message Group ID: acd4bc6e-d980-475d-9c3c-18bc1f201851