

Using the “Newsletter” Feature

Kossuth Street Baptist Church : website

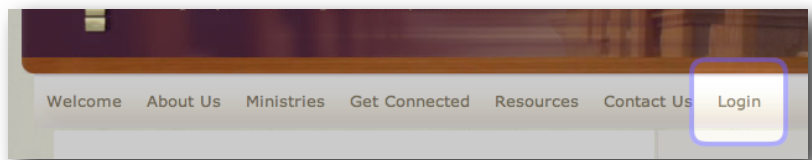
What is a “newsletter” and how does it work?

Our website’s newsletter feature works a lot like a real, physical newsletter. When you sign up, or *subscribe*, to a paper newsletter, you’re signing up to have all future issues, or *entries*, sent to you. That’s how the website newsletters work, too. You can create a newsletter, decide who can receive it by email (these are the subscribers), and create entries that will be sent out as emails to your subscribers (and stored on the website).

Newsletters are a great way to keep in contact with other people in your ministry throughout the week. They can be used to remind them of events, share prayer requests or praises, link to a helpful article online, or just about anything else! They are more attractive and allow you to keep track of subscribers better than mass emails. However, one disadvantage (or possibly an advantage) is that not everyone can send a newsletter out to your ministry; only people who are given permission can do so.

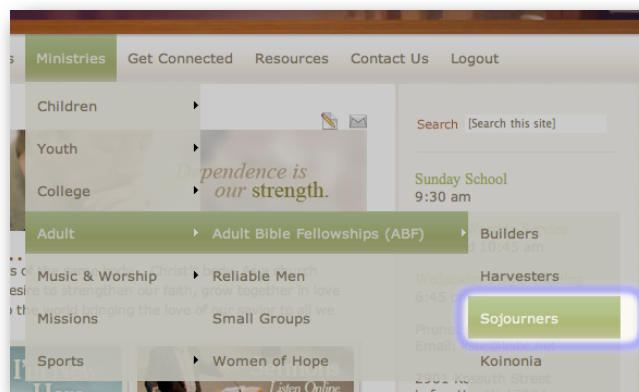
How do I access the “newsletter” feature for my ministry?

First, you need to create an account on the website if you haven’t already. Do this by clicking **Login** on the navigation bar below the church logo. On the **Login** page, you have the option of creating a new account. If you already have one, just login with it.

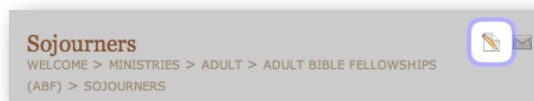


I should note that before you can access your ministry’s newsletter feature, you will need to talk to one of the website administrators (such as Mikel Berger, at the time of this writing) and ask to be able to have this access.

Next, navigate to your ministry’s page on the website. (I’m using the Sojourners ABF as an example.)



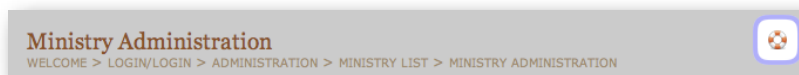
Once you're there, click on the **Edit** link in the upper right-hand corner (it will look like a pencil and a sheet of paper).



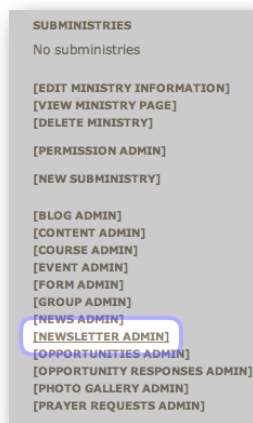
This will bring you to the [Ministry Administration](#) page, which allows you to do a lot of things with your ministry's page. You may not see all (or even most) of the links that are in this picture.



Note the **Help** link in the upper right-hand corner (it looks like a life preserver). This link will appear on a lot of pages and is a handy reference tool if you are confused.



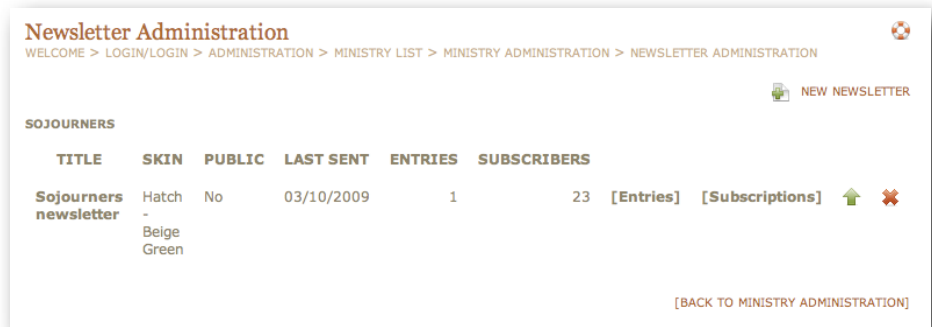
Finally, to access the newsletter feature, click the **[Newsletter Admin]** link.



How do I create or modify a newsletter?


When you click on the [\[Newsletter Admin\]](#) link, you will arrive at the [Newsletter Administration](#) page.

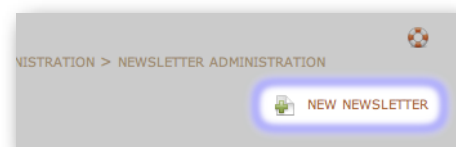
Here's how you can create a newsletter or change the appearance and other options on a newsletter that already exists.



Creating a new newsletter

First, click the [New Newsletter](#) link to the upper right of the [Newsletter Administration](#) page.

This will bring you to a page entitled “New Newsletter.” There are several fields that will allow you to set the title of the newsletter, the email address it will appear to be sent from, its appearance, and so forth. Remember that if you're confused or curious about something, you can always click the  link in the upper right.

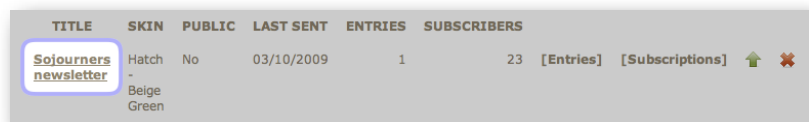


One important item is the “Allow public subscriptions” checkbox right below the “Header” field. This checkbox will determine whether or not your newsletter will appear on the website or not. The advantage of it appearing on the website is that people will be able to read old entries whenever they want to, and new people will be able to sign themselves up on their own. The disadvantage is that you lose privacy because anyone in the world can view your newsletter entries. You'll have to decide which is best for your ministry.

When you're done, click [Save](#) at the bottom of the form. Your new newsletter is up and running!

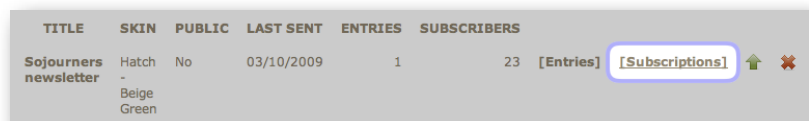
Modifying a pre-existing newsletter

To change the appearance or other options of a newsletter that's already been created, simply click its name while you're at the [Newsletter Administration](#) page.



How do I choose who receives my newsletter?

The website refers to the people who receive your newsletter as *subscribers*. To access a list of subscribers and add or remove people from the list, go to the [Newsletter Administration](#) page and click the [\[Subscriptions\]](#) link next to your newsletter's name.



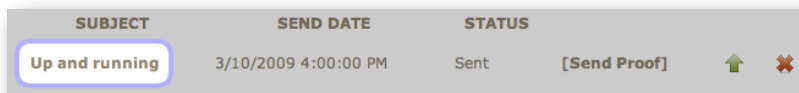
only view the plain text, so they can't tell that you've made the font bold or changed its color to red!

An important field is the "Send Date" field below the "Body" field. This determines what time the newsletter will be sent out. This allows you to write something ahead of time, and even come back and modify it, and then have it sent out later.

When you're done, click the **Save** button. Remember, if you have any questions, click the  link!

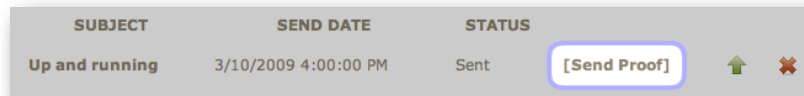
Modifying a pre-existing newsletter entry

To go back and make changes to an entry that's already been created, simply click its name while you're at the [Newsletter Entries](#) page. Remember that if your newsletter has already been sent out, people will not receive the changes you've made.




Sending a test email to yourself

If you're just getting used to sending out newsletter entries or if you have images or complicated text formatting in your entry, it's a good idea to send a test email to yourself before sending it to everyone else! To do this, just click **[Send Proof]** link next to your entry (on the [Newsletter Entries](#) page), type in your email address in the pop-up box, and click **Send**.



Deleting an entry

If you want to delete an entry, simply click the red  next to its name. Note that if the email has already gone out, then deleting your entry won't be able to bring it back!

