

Woohoo Email... Club Launch

Captains - send this email within a day after your Club Launch.
Instructions for using ClubRunner to send the email are included below.

Subject Line

Woohoomanity Video and Sign-Up Link – Action Needed!

Hi \$NICK_NAME\$,

If you were at the last club meeting you heard all about **our BIG new fundraiser... the Woohoomanity Challenge**. If you missed it, you're not too late.

LEARN MORE AND SIGN UP NOW AT >>> WWW.WOOHOOMANITY.ORG <<<. Check out the short video to see how much **fun** you'll have and how **important** this is in helping our club keep up with the growing needs of the communities we serve.

AND SAVE SEPT 25th ON YOUR CALENDAR so there won't be any conflicts to keep you from enjoying this glorious Colorado day with your friends. We need bike riders, volunteers, do-it-yourselfers, and donations!

If you have any questions, please let me know. I'm here to help everyone have a wonderful experience.

PLEASE SIGN UP NOW while the link is here in front of you... it's an easy check-off for your To Do list.

Woohoo!

Fill in Your Name

Woohoo Team Captain

Cell: ***Fill in Your Cell***

Email: ***Fill in Your Email***

How to use ClubRunner to send the email to your club:

1. Sign in on your club's website and click Member Area in the upper right corner.
2. In the Communication block click Email Services.
3. Click the orange Compose New Message button

In the orange Step 1 on the left:

4. Choose the members you want to receive the email. You don't need to check off each member... just check off a whole category like "Active Members".

Step 2 on the right:

5. In the Subject block, paste in the Subject Line from the email above.
6. In the big box, **delete** "*Dear \$NICK...*", and paste in the email from above starting with "Hi".
 - a. Fill in your Name and Contact Info at the bottom, and feel free to edit the content.
 - b. If the paragraph spacing or the **bolding** got lost, add it back in if you like.
 - c. If the Woohoo link appears inactive, that's okay. Members can just use the URL address.

Steps 3 and 4 – Skip

Step 5

7. Choose Send Right Now or Schedule
8. Click the Send to Myself button and review what you receive to make sure you're happy with it.
9. Click the Send button and the email will go out either now or as you scheduled.