



InstaMember USER'S GUIDE

Broadcast Email Options

Broadcast Email Options

This is one of the powerful features of InstaMember where you can broadcast emails to members of your site or affiliates for special announcements or promotions.

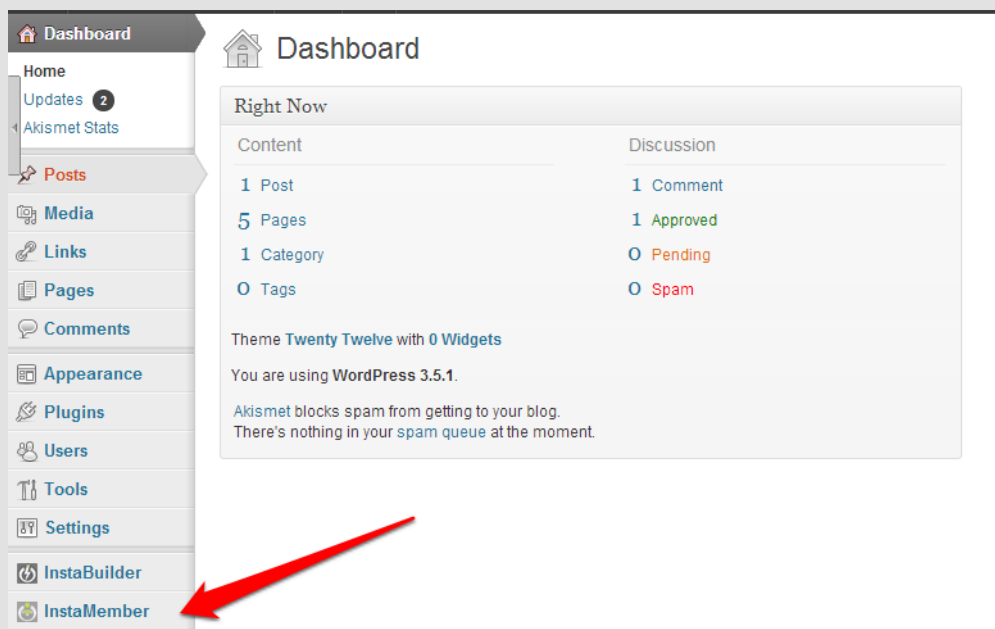
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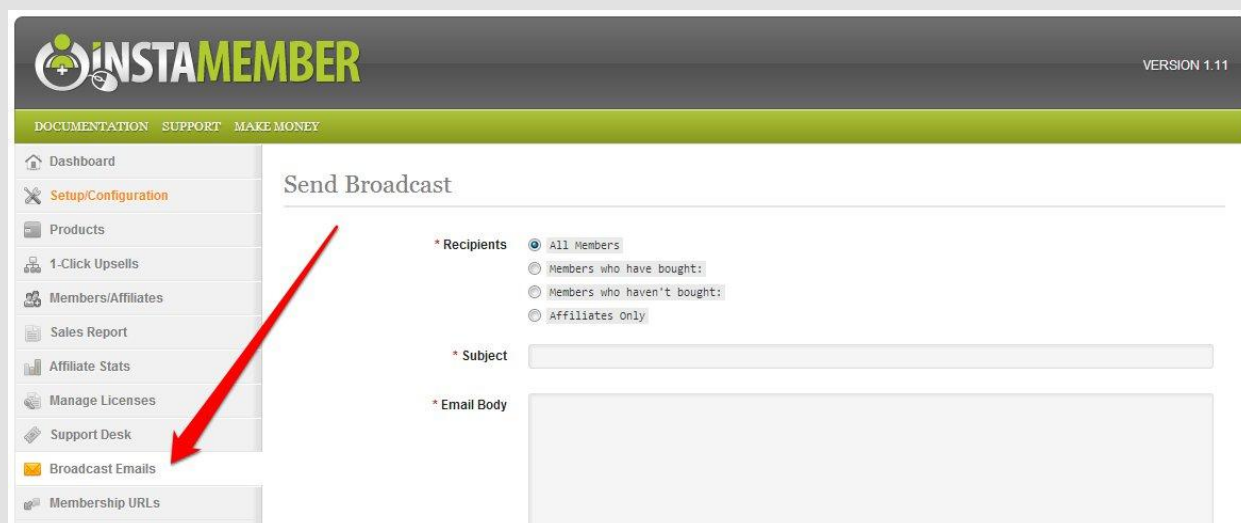
Broadcast Email Options

This guide assumes that you have already logged in and successfully installed InstaMember to your wordpress site and that you have already existing members or affiliates to send message to

1. Navigate to your Instamember Dashboard by clicking the **Instamember** menu option on your wordpress dashboard.



2. Click the '**Broadcast Emails**' option.



- **Recipients** – these are the receiver of the broadcasted emails.

- **All Members** – this radio button if selected will select all the members of the website as recipient for the broadcasted emails.
 - **Members who have bought** – if this radio button is selected, you will then be provided with the list of products you have on the site. Select one or multiple items by holding ctrl button so that all members under the chosen products will be the recipient of the broadcasted emails.
 - **Members who haven't bought** – this is the opposite of **Members who have bought** radio button. If selected you will have to select one or multiple products by holding ctrl where the recipients are not members of the selected product(s) for the broadcasted emails.
 - **Affiliates Only** – this radio button if selected will make the affiliates registered to be the recipients to become the recipients of the broadcasted emails
 - **Subject** – this is a required field and would be the subject of the broadcasted emails to be sent.
 - **Email Body** – this is where the message of your broadcasted email goes. You may also make use of email macro's or tags to customize and personalize the content of the email using the data provided by the user.
 - **Insert Email Macro** – these are tags that would help customize your email message using the data provided by the users.
3. Once all fields have been filled and checked, you can submit the form by clicking **Send Broadcast** button or you can reset the form by clicking **Reset Form** button just beside the broadcast button.

BROUGHT TO YOU BY: SUZANNA THERESIA

If you have any questions or input on how we could improve this manual, please contact our support team at <http://asksuzannatheresia.com>