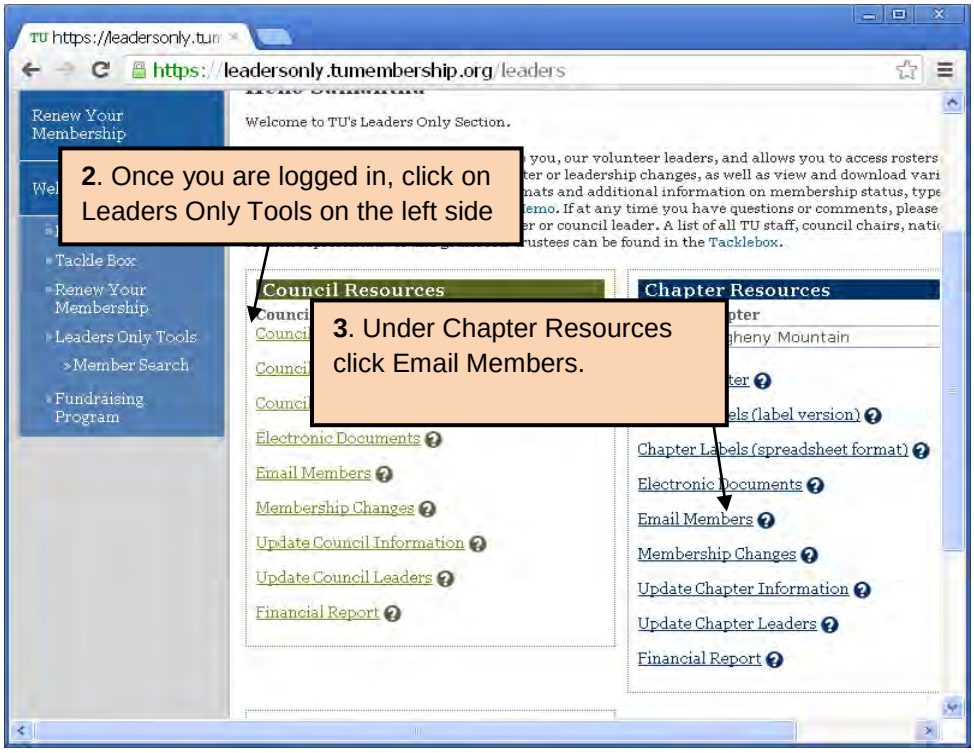
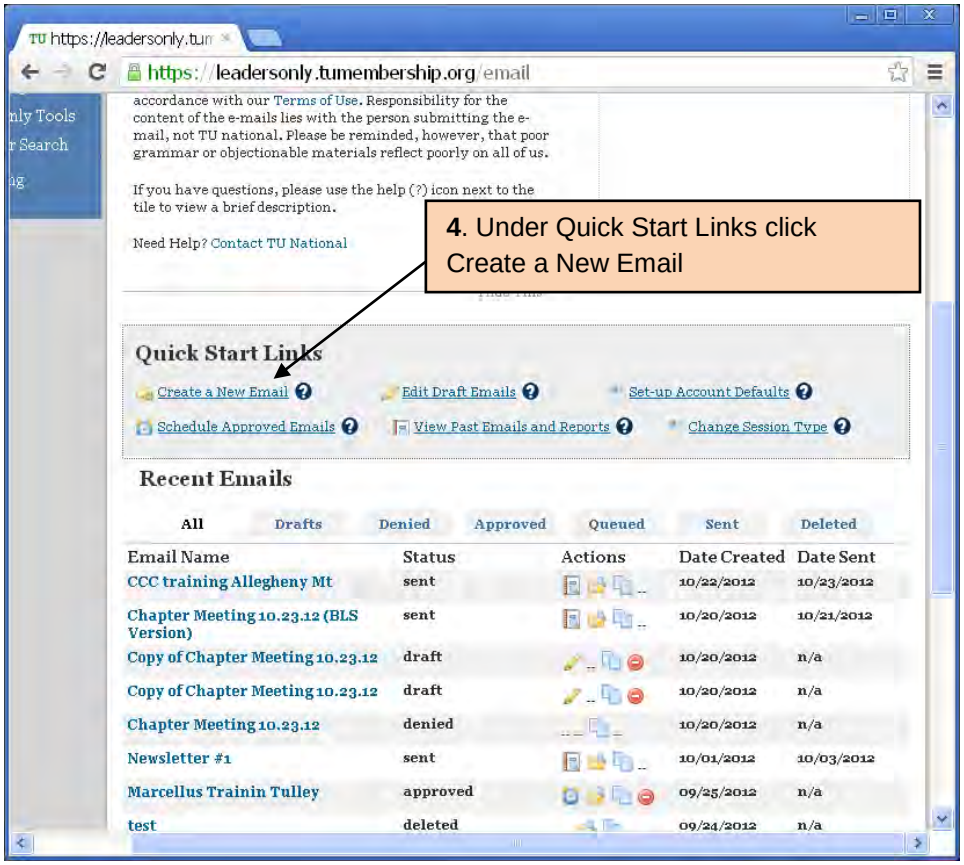
Using the Bulk E-mail Tool at www.tu.org

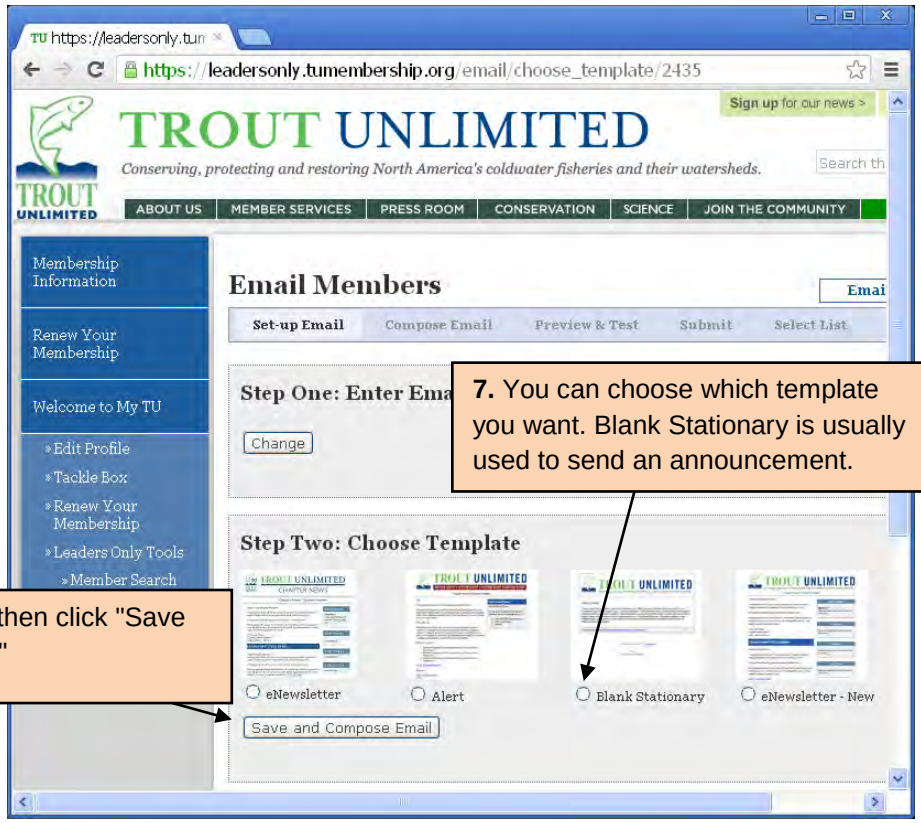
1) Log in at www.tu.org. (Only chapter officers can send e-mails on behalf of the chapter | only council officers can send e-mail to the entire council membership.) To login you will need you membership ID number. *Tip, you can find this on your *TROUT magazine* mailing label.





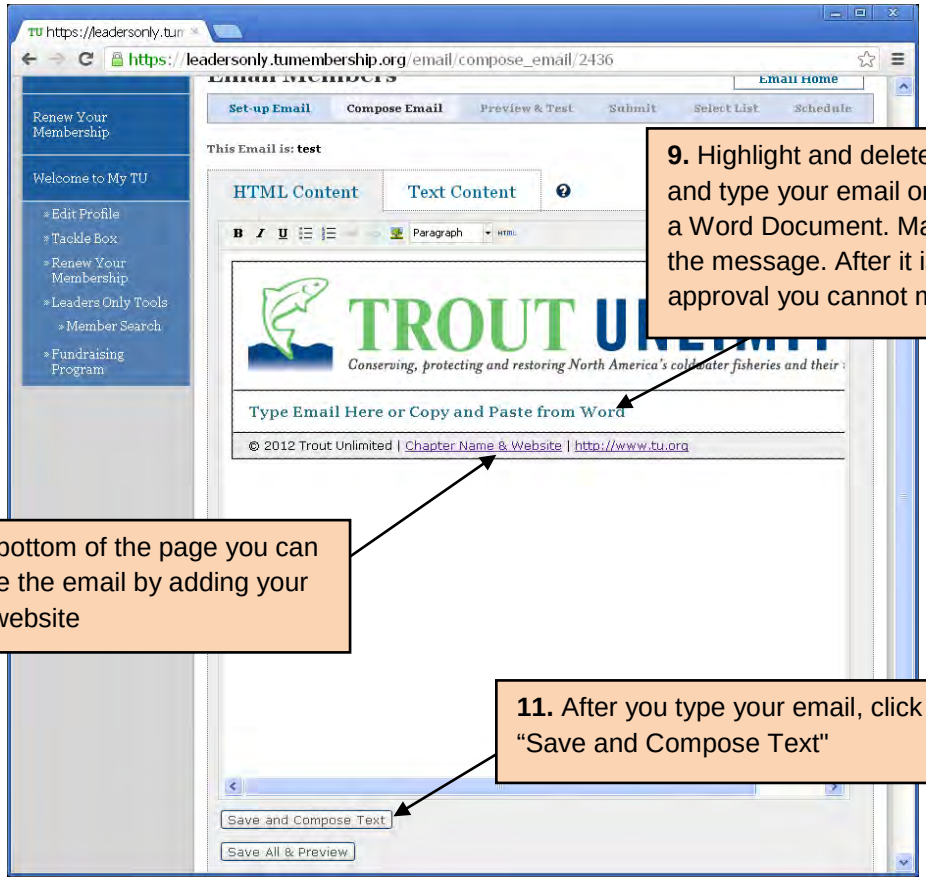
5) On the next screen please read through the information and click "Get Started"

6) Fill out all the information on the next page **(in the "From" box, the chapter name is suggested since some members may not know you by name)** and click "Save and Choose Template"



7. You can choose which template you want. Blank Stationary is usually used to send an announcement.

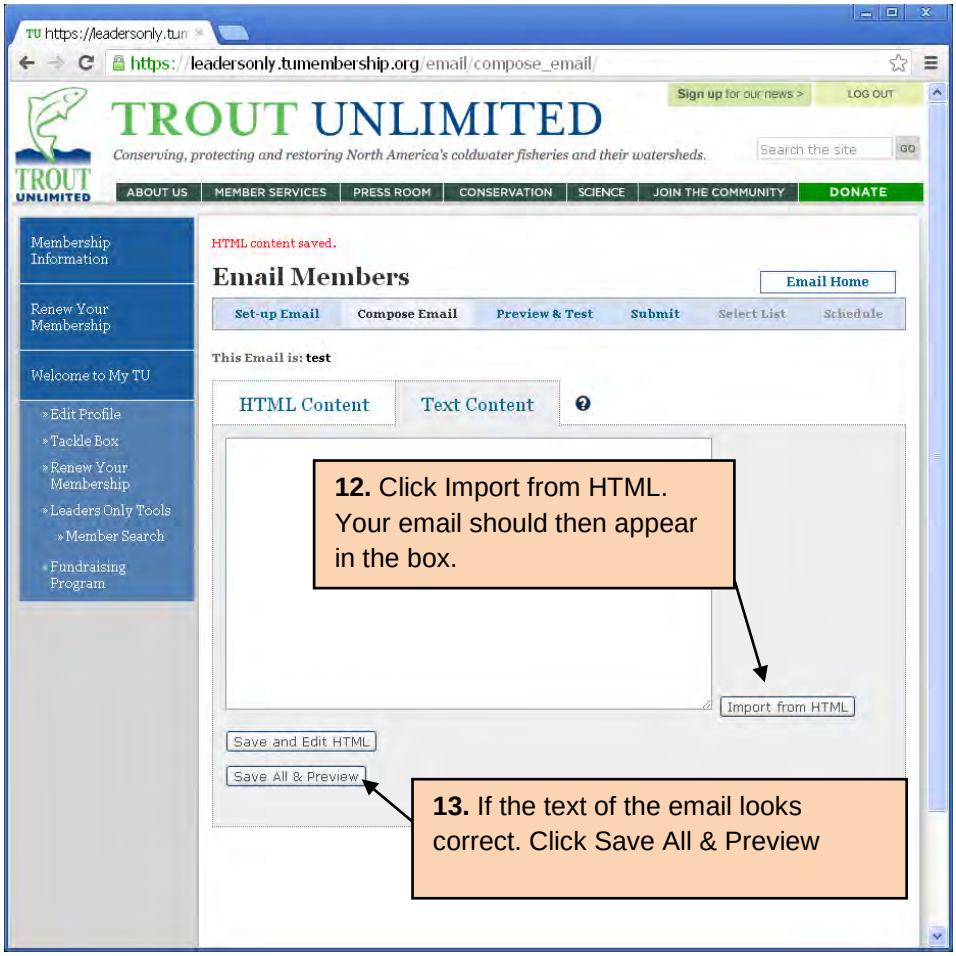
8. Choose template then click "Save and Compose Email"

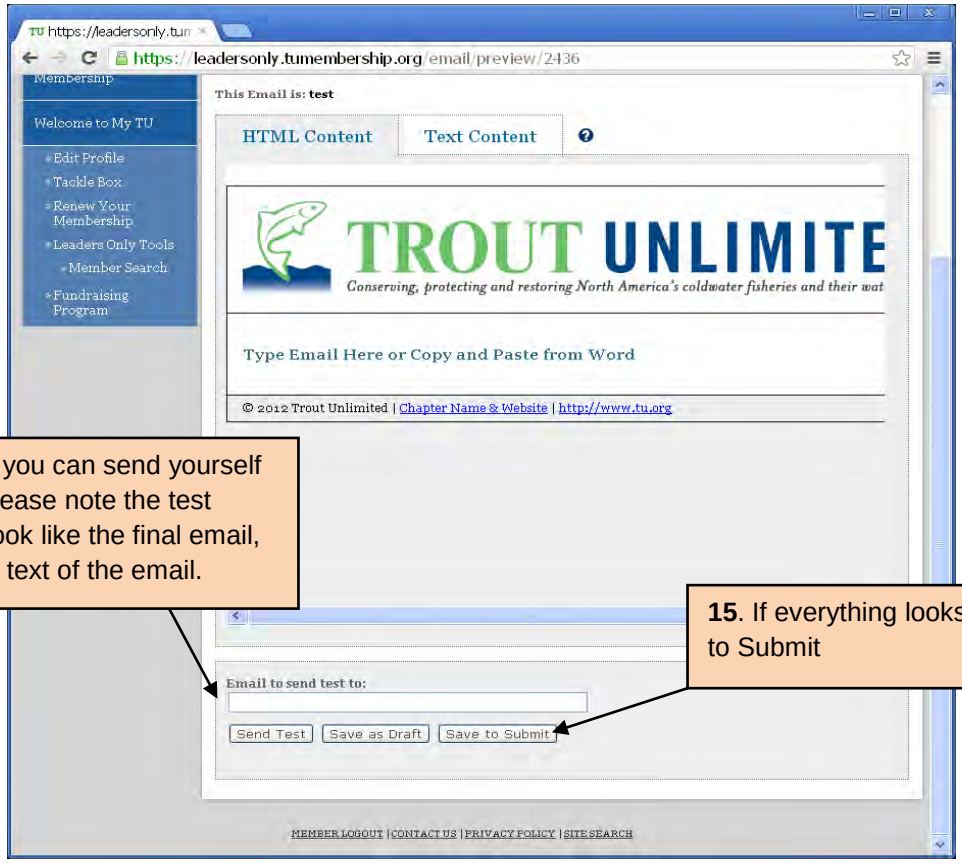


9. Highlight and delete all the text in the box and type your email or copy and paste from a Word Document. Make sure you look over the message. After it is submitted for approval you cannot make changes.

10. At the bottom of the page you can personalize the email by adding your chapter's website

11. After you type your email, click "Save and Compose Text"


https://leadersonly.tumembership.org/email/compose_email/
TROUT UNLIMITED
Conserving, protecting and restoring North America's coldwater fisheries and their watersheds.
ABOUT US
MEMBER SERVICES
PRESS ROOM
CONSERVATION
SCIENCE
JOIN THE COMMUNITY
DONATE
Membership Information
Renew Your Membership
Welcome to My TU
Edit Profile
Tackle Box
Renew Your Membership
Leaders Only Tools
Member Search
Fundraising Program
HTML content saved.
Email Members
Email Home
Set-up Email
Compose Email
Preview & Test
Submit
Select List
Schedule
This Email is: test
HTML Content
Text Content
12. Click Import from HTML. Your email should then appear in the box.
Import from HTML
Save and Edit HTML
Save All & Preview
13. If the text of the email looks correct. Click Save All & Preview


https://leadersonly.tumembership.org/email/preview/2436
This Email is: test
HTML Content
Text Content
TROUT UNLIMITE
Conserving, protecting and restoring North America's coldwater fisheries and their wat
Type Email Here or Copy and Paste from Word
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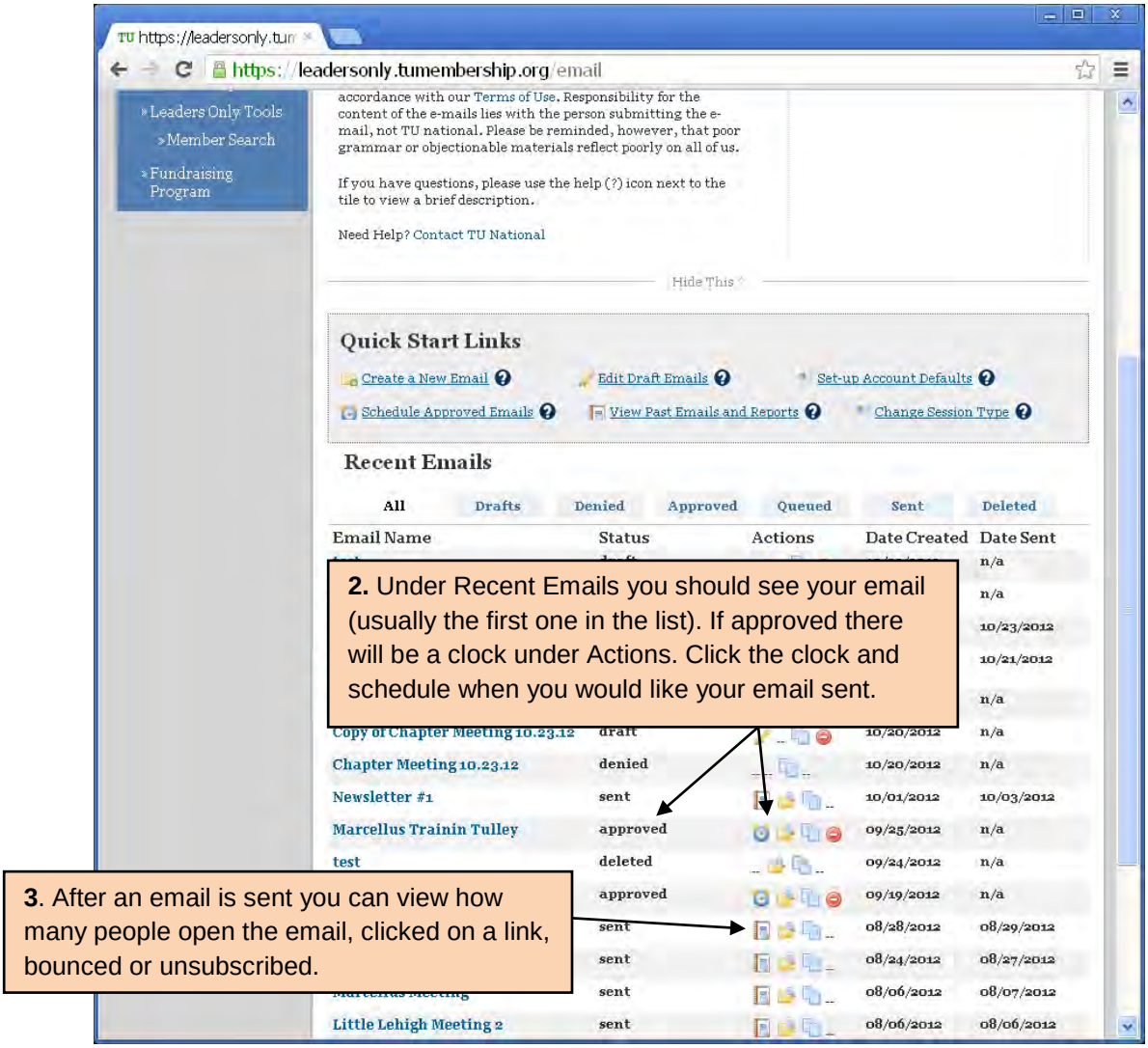
14. Optionally, you can send yourself a test email. Please note the test email will not look like the final email, but only be the text of the email.
Email to send test to:
Send Test
Save as Draft
Save to Submit
15. If everything looks good click Save to Submit
MEMBER LOGOUT | CONTACT US | PRIVACY POLICY | SITE SEARCH

16) On the next screen Click "Submit My E-mail"

17) Your e-mail will then be sent to volunteer operations staff for approval. You will receive an e-mail within a day or two letting you know if your e-mail was approved or not. E-mails will be approved if you follow the guidelines and follow the directions above.

To send e-mail after it has been approved

1. Follow steps 1- 3 from above.



There can be problems interfacing with Internet Explorer. If possible try using Google Chrome or Firefox in its place.