

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 your membership ID number. *Tip, you can find this on your *TROUT* magazine mailing label.

The screenshot shows a web browser window at the URL <https://leadersonly.tumembership.org/leaders>. The page title is "Welcome to TU's Leaders Only Section." The left sidebar contains a navigation menu with the following items: "Renew Your Membership", "Tackle Box", "Renew Your Membership", "Leaders Only Tools", "Member Search", and "Fundraising Program". The main content area is divided into two columns: "Council Resources" and "Chapter Resources".

Two callout boxes provide instructions:

- Box 2: "2. Once you are logged in, click on Leaders Only Tools on the left side" (with an arrow pointing to the "Leaders Only Tools" menu item).
- Box 3: "3. Under Chapter Resources click Email Members." (with an arrow pointing to the "Email Members" link in the Chapter Resources column).

The "Council Resources" column includes links for: Council, Council, Council, Electronic Documents, Email Members, Membership Changes, Update Council Information, Update Council Leaders, and Financial Report. The "Chapter Resources" column includes links for: Chapter Labels (spreadsheet format), Electronic Documents, Email Members, Membership Changes, Update Chapter Information, Update Chapter Leaders, and Financial Report.

accordance with our Terms of Use. Responsibility for the content of the e-mails lies with the person submitting the e-mail, not TU national. Please be reminded, however, that poor grammar or objectionable materials reflect poorly on all of us.

If you have questions, please use the help (?) icon next to the tile to view a brief description.

Need Help? [Contact TU National](#)

Quick Start Links

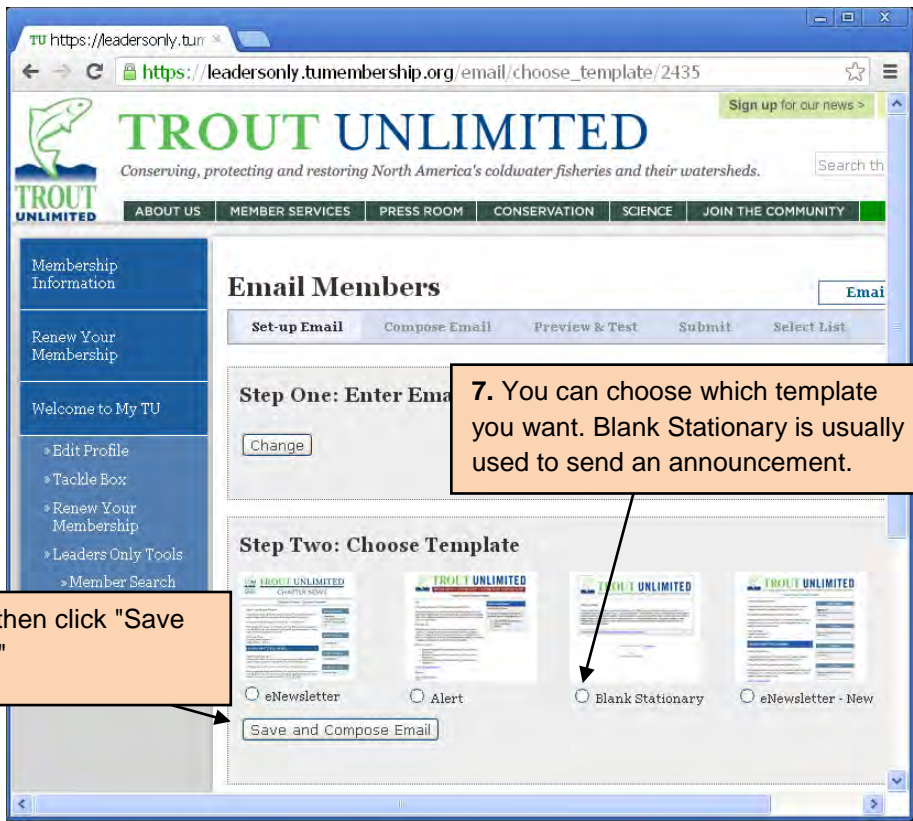
- [Create a New Email](#) ?
- [Edit Draft Emails](#) ?
- [Set-up Account Defaults](#) ?
- [Schedule Approved Emails](#) ?
- [View Past Emails and Reports](#) ?
- [Change Session Type](#) ?

Recent Emails

All	Drafts	Denied	Approved	Queued	Sent	Deleted
Email Name	Status	Actions	Date Created	Date Sent		
CCC training Allegheny Mt	sent		10/22/2012	10/23/2012		
Chapter Meeting 10.23.12 (BLS Version)	sent		10/20/2012	10/21/2012		
Copy of Chapter Meeting 10.23.12	draft		10/20/2012	n/a		
Copy of Chapter Meeting 10.23.12	draft		10/20/2012	n/a		
Chapter Meeting 10.23.12	denied		10/20/2012	n/a		
Newsletter #1	sent		10/01/2012	10/03/2012		
Marcellus Trainin Tulley	approved		09/25/2012	n/a		
test	deleted		09/24/2012	n/a		

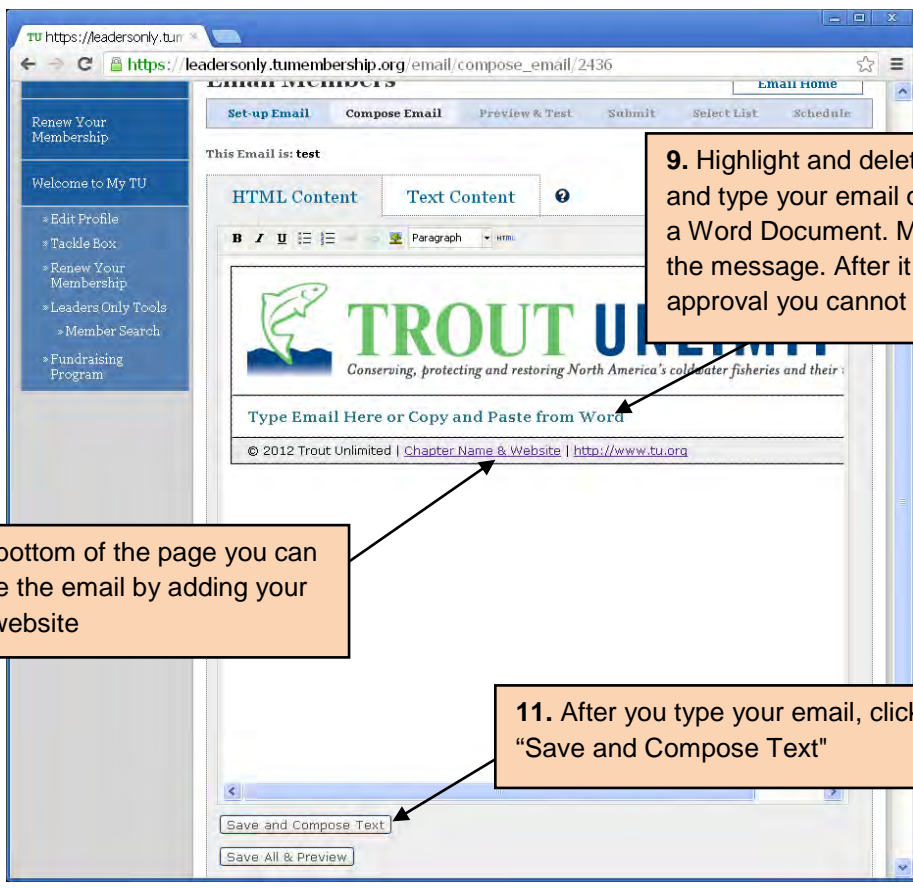
5) On the next screen please read through the information and click **“Get Started”**

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.

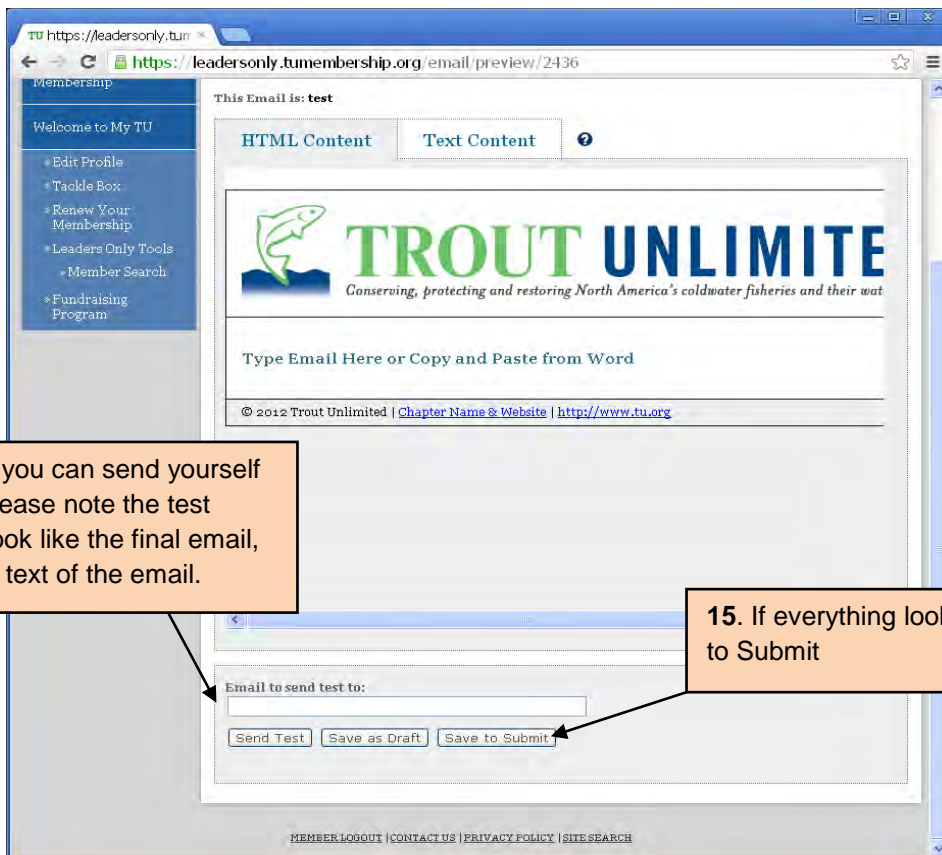
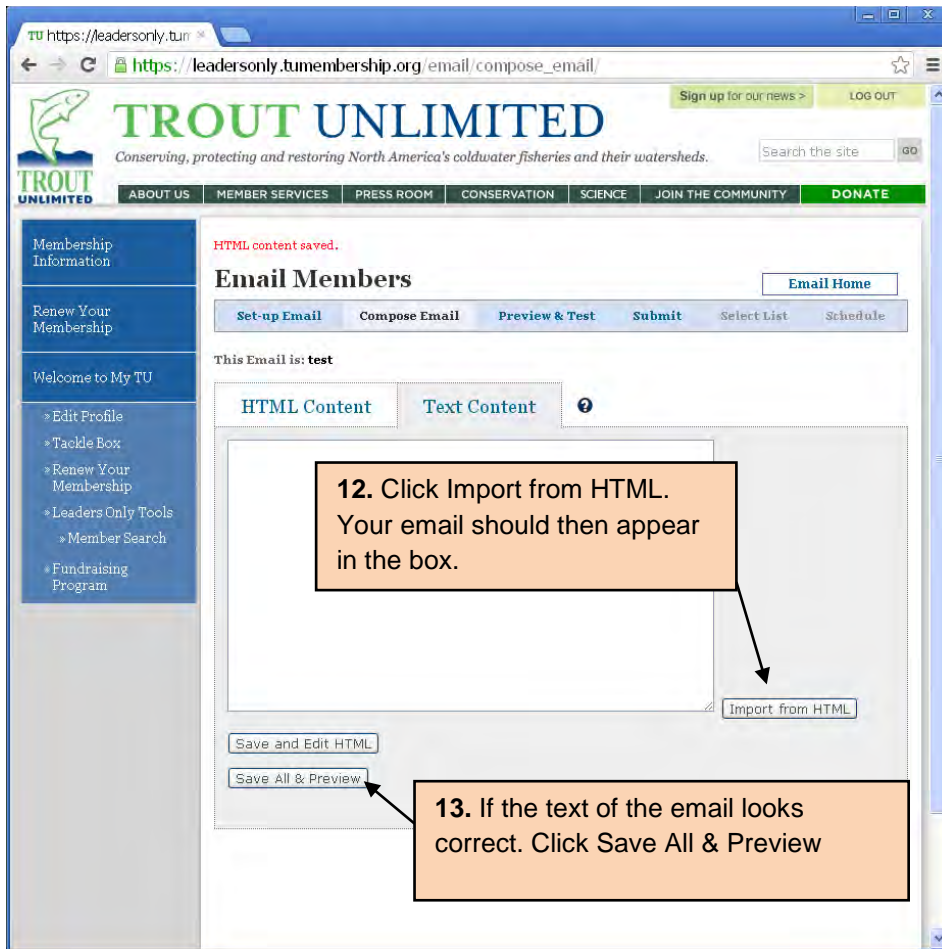
8. Choose template then click "Save and Compose Email"



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"



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.

All	Drafts	Denied	Approved	Queued	Sent	Deleted
Email Name	Status	Actions	Date Created	Date Sent		
						n/a
						n/a
						10/23/2012
						10/21/2012
						n/a
Copy of Chapter Meeting 10.23.12	draft		10/20/2012			n/a
Chapter Meeting 10.23.12	denied		10/20/2012			n/a
Newsletter #1	sent		10/01/2012			10/03/2012
Marcellus Trainin Tulley	approved		09/25/2012			n/a
test	deleted		09/24/2012			n/a
	approved		09/19/2012			n/a
	sent		08/28/2012			08/29/2012
	sent		08/24/2012			08/27/2012
Marcellus Meeting	sent		08/06/2012			08/07/2012
Little Lehigh Meeting 2	sent		08/06/2012			08/06/2012

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