

ABVMA User Guide Part 3 (Newsletters & Subscribers)

1. You can create emailable newsletters and automatically send them out to all your subscribers
2. Users are **NOT** subscribers
3. To add a subscriber click on Email Subscribers in the left sidebar

DIGITALTEA CMS Welcome Michelle

Edit Pages
Header Graphics
Bulk Emails
Email Subscribers
Users
Social Media
Reports
Change your Password
Logout
Preview Main Site

Current E-News Subscribers

[ADD NEW](#)

Name	Email	Options
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4. If you have subscribers they will appear on the right. In this system there aren't any yet.
5. Click ADD NEW to add a subscriber.

6. The following window will appear where you **MUST** enter in the first name, last name and email address

The screenshot shows the Digital Tea CMS interface. At the top, there is a header with the logo and 'DIGITALTEA CMS' on the left, and 'Welcome Michelle' on the right. Below the header is a sidebar menu with the following items: Edit Pages, Header Graphics, Bulk Emails, Email Subscribers, Users, Social Media, Reports, Change your Password, Logout, and Preview Main Site. The main content area is titled 'Add E-News Subscriber'. It contains a message: 'Please complete the following form to edit a subscriber. Fields marked with an * are required!'. Below this message are three input fields: 'First Name *', 'Last Name *', and 'Email Address *'. At the bottom of the form are two buttons: 'Add Subscriber' and 'Cancel'. At the very bottom of the page is a footer with the text: '© 2013 Digital Tea CMS | www.digitaltea.com'.

7. These users do **NOT** have a password as they do **NOT** log into your site. They only receive the newsletters
8. Now that you have subscribers we can create a bulk email (newsletter). Click on **Bulk Email**

The screenshot shows the Digital Tea CMS interface. At the top, there is a header with the logo and 'DIGITALTEA CMS' on the left, and 'Welcome Michelle' on the right. Below the header is a sidebar menu with the following items: Edit Pages, Header Graphics, Bulk Emails, Email Subscribers, Users, Social Media, Reports, Change your Password, Logout, and Preview Main Site. The main content area is titled 'Current E-News Listing'. It contains two buttons: 'ADD NEW' and 'EXPORT CSV'. Below these buttons is a table with three columns: 'Date Posted', 'Subject', and 'Options'. A blue arrow points from the 'Bulk Emails' link in the sidebar menu to the 'Current E-News Listing' title. At the very bottom of the page is a footer with the text: '© 2013 Digital Tea CMS | www.digitaltea.com'.

9. Currently there are no newsletters in the system. Click ADD NEW to create a new one and the following page opens

 **DIGITALTEA** CMS

Welcome Michelle

Edit Pages

Header Graphics

Bulk Emails

Email Subscribers

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Add New E-News Mailing

Please complete the following form to add a new newsletter.
Fields marked with an * are required!

Send Email To Live List *

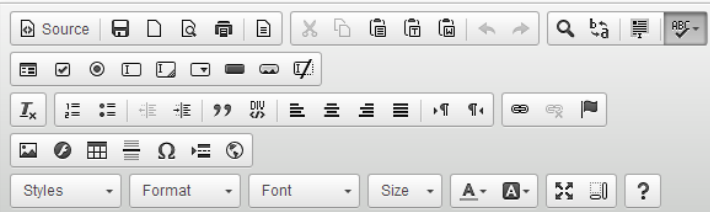
☐

Send Email To Test List *

☐

Subject *

Source



Add E-News Mailing

Cancel

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10. You have the option of sending the newsletter to a test list or to the real list. A test list is handy to see how it will look for your subscribers. Once you are comfortable with how this part works you may not use the test list again.
11. You MUST choose which list to send to, enter a subject and the content of the newsletter.
12. By clicking the Add E-News Mailing button you are sending the newsletter out to which ever list you chose.