

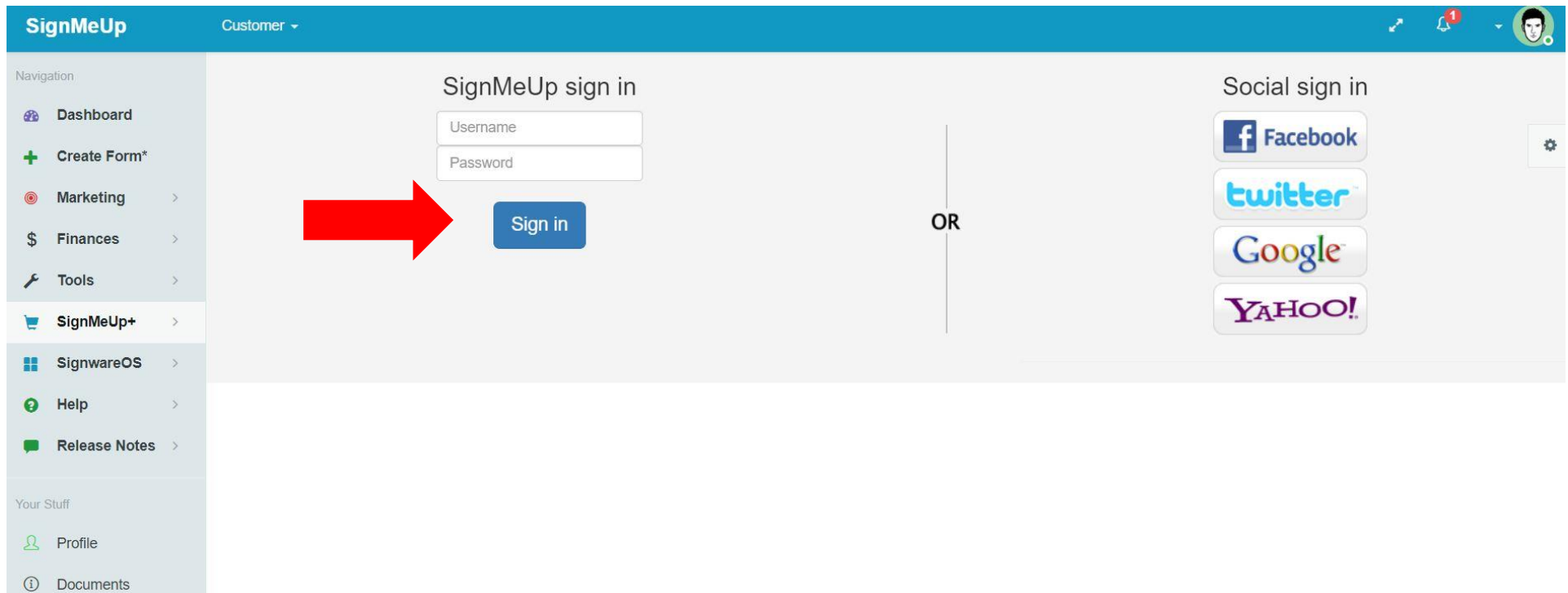


The SignMeUp Email Broadcast tool allows you to send customized messages to registered participants.

You can send a broadcast to registered participants on all forms, selected forms, or just one form.

Duplicate email addresses will be removed automatically.

To get started, login to the new dashboard at <http://servicesalpha.signmeup.com/Home/Index#!/app/login>



If you would like to communicate to your **entire database OR multiple forms** –
Click on the Marketing tab and then Email Broadcast.

The screenshot displays the SignMeUp dashboard interface. The top navigation bar includes the SignMeUp logo, a 'Customer' dropdown, and a 'Demo User' profile. The left sidebar contains a 'Navigation' menu with items: Dashboard, Create Form+, Marketing (highlighted with a red arrow), Email Broadcast, MailChimp, SMUpon, Finances, Tools, SignMeUp+, SignwareOS, Help, and Release Notes. The main content area is titled 'Dashboard - SignWareOS Demo' and features several data cards: '0' (with a red arrow pointing to it), '0' (with a red arrow pointing to it), '\$0.00' Revenue Today, '0' Form Visits Today, and '0' EgF Referrals Today. Below these are summary cards for '\$0.81 Revenue Total' and '339 Registrations'. On the right, a bar chart titled '0-30 Days vs. 31-60 days' compares 'Registration 0-30' (yellow) and 'Registration 31-60' (blue) over a 30-day period. The chart shows a small yellow bar at the end of the 30-day period and a blue bar extending from day 0 to day 30. At the bottom, there is a 'Global Registrant Search' section with a search input field and 'Search' and 'Reset' buttons.

Step 1 - Click on Select All, scroll down and then click on Next to continue to Step 2:

The screenshot shows the SignMeUp interface with a blue header bar. The left sidebar contains navigation items: Tools, SignMeUp+, SignwareOS, Help, Release Notes, Your Stuff (with sub-items: Profile, Documents), and Recent Activity*. The main content area is titled 'Step 1' and features a progress bar. Below the progress bar, there is a section for selecting forms for an email broadcast. This section includes a search box, a page size dropdown set to 25, and checkboxes for 'Registered' (checked), 'Wait List', and 'Hide Closed Forms'. A 'Select All' checkbox is highlighted with a red arrow. Below this is a table of events with columns for 'Select', 'Event', 'Start Date', 'End Date', 'Registered', and 'Wait List'.

Select	Event	Start Date	End Date	Registered	Wait List
<input type="checkbox"/>	Demo Group Registration ● formID: 121342	03/31/2018	03/31/2018	2	0
<input type="checkbox"/>	Generic Race with SMUpsons ● formID: 111356	09/30/2017	09/30/2017	19	0
<input type="checkbox"/>	The Best Event Ever ● formID: 101423	02/04/2017	02/04/2017	67	0
<input type="checkbox"/>	SMU 5k ● formID: 92367			17	0

Step 2 - Insert the From Address, Subject line and either craft the Body of your email using the editor
OR copy and paste the message from an external document and then click on Next:

The screenshot displays the SignMeUp interface for creating an email. The top navigation bar includes the SignMeUp logo, a 'Customer' dropdown, and a user profile for 'Demo User'. A sidebar on the left contains navigation links for Tools, SignMeUp+, SignwareOS, Help, Profile, and Recent Activity. The main content area is titled 'Step 2' and features a progress bar with four steps. Below the progress bar, the 'From Address' field is highlighted in yellow and contains 'news@signmeup.com'. The 'Subject' field contains 'Sending Broadcast Email'. The 'Body' field is a rich text editor with a toolbar and contains the placeholder text 'Whahd sohfn0 douhg dleog laiels...'. Three red arrows point to the 'From Address' field, the 'Subject' field, and the 'Body' field.

SignMeUp Customer Demo User

Tools SignMeUp+ SignwareOS Help

Your Stuff Profile

Recent Activity*

Step 1 Step 2 Step 3 Step 4

Continue to the next step

From Address
Enter a valid From (Sender) Email Address. All replies will be sent to this address.

news@signmeup.com

Subject
Specify the Subject that will appear in the email subject line.

Sending Broadcast Email

Body
Enter the Email Body text here. You may use a raw text editor, such as Notepad, to compose your email. Using a full word processor, such as Microsoft Word, however, is discouraged since programs like that insert hidden control characters that affect how text appears.

H1 H2 H3 H4 H5 H6 P pre " B I U S ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿

</> Words:5 Characters:35

Whahd sohfn0 douhg dleog laiels...|

Step 3 - Preview the email address, subject and message. When satisfied, click on Finish:

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains navigation items: Tools, SignMeUp+, SignwareOS, Help, Release Notes, four Stuff, Profile, Documents, and Recent Activity*. The main content area has a progress bar with four steps: Step 1, Step 2, Step 3 (active), and Step 4. Below the progress bar is a message: "Please review your information. Make sure the From Address is a valid Email Address. If any information is incorrect, use the navigation buttons below to go back and make corrections." The form fields are: From Address (news@signmeup.com), Subject (Sending Broadcast Email), and Body (Whahd sohfnouhg dleog laiels....). At the bottom are "Prev" and "Finish" buttons, with a red arrow pointing to the "Finish" button.

If you would like to communicate with participants from a single form –

From your main dashboard, you can simply select that form Name to access the FormView.

The screenshot shows the SignMeUp dashboard interface. At the top, there is a blue header with the 'SignMeUp' logo, a 'Customer' dropdown, and a user profile for 'Demo User'. Below the header, the main content area is titled 'Your Forms' with the instruction 'Select event name to manage form'. There are search and page size filters, and checkboxes for 'Open' and 'Closed' forms. A table lists four forms with columns for Name, FormId, Start, Registered Today, Registered, and Revenue. A red arrow points to the 'Demo Group Registration' form name in the table.

Name	FormId	Start	Registered Today	Registered	Revenue
Demo Group Registration	121342 ●	03/31/2018	0	2	\$0.00
Generic Race with SMUpons	111356 ●	09/30/2017	0	19	\$0.00
The Best Event Ever	101423 ●	02/04/2017	0	67	(\$1.28)
SMU 5k	92367 ●		0	17	\$0.00

From the FormView, select the Broadcast tab:

The screenshot shows the SignMeUp dashboard for a form titled "The Best Event Ever". The interface includes a navigation sidebar on the left with options like Dashboard, Create Form, Marketing, Finances, Tools, SignMeUp+, SignwareOS, Help, and Release Notes. The main content area displays form-level data: 0 Registered Today, \$0.00 Revenue Today, 0 Form Visits Today, and 0 FgF Today. A summary row shows a total Revenue of (\$1.28) and 67 Registrations. A bar chart titled "0-30 Days vs. 31-60 days" compares registration counts for two periods, with the 0-30 day period showing a small positive value and the 31-60 day period showing a larger negative value. At the bottom, a toolbar contains icons for Edit Form, FgF, Wait List, Coupon Code, Broadcast, Upload Offline, and Tools. A large red arrow points to the Broadcast icon.

SignMeUp Customer - Demo User

FormView - The Best Event Ever

Form level data

Open

0 Registered Today	\$0.00 Revenue Today
0 Form Visits Today	0 FgF Today
(\$1.28) Revenue	67 Registrations

0-30 Days vs. 31-60 days

Registration Period	Value
Registration 0-30	0.1
Registration 31-60	-0.9

Tools: Edit Form, FgF, Wait List, Coupon Code, Broadcast, Upload Offline, Tools

The Broadcast tab will bring up the Broadcast Email Tool for the selected form –
Select the form and follow Steps 1-4 to send your broadcast email to the selected form:

The screenshot shows the SignMeUp interface with a blue header bar. The left sidebar contains navigation options: SignwareCS, Help, Release Notes, Your Stuff (Profile, Documents), and Recent Activity*. The main content area is titled 'Step 1' and includes a 'Progress Bar' and a section for selecting forms for an email broadcast. A red arrow points to the 'Select' checkbox for the form 'The Best Event Ever'.

Customer ▾ Demo User ▾

Step 1 Step 2 Step 3 Step 4

Progress Bar

Select Form(s) to use for your Email Broadcast:

Search: Page Size: Include: Registered Wait List Hide Closed Forms

Select All

Select	Event	Start Date	End Date	Registered	Wait List
<input type="checkbox"/>	The Best Event Ever ● formID: 101423	2/4/2017 1:00:00 PM	2/4/2017 1:00:00 PM	67	0

● Open
● Closed

Next Cancel