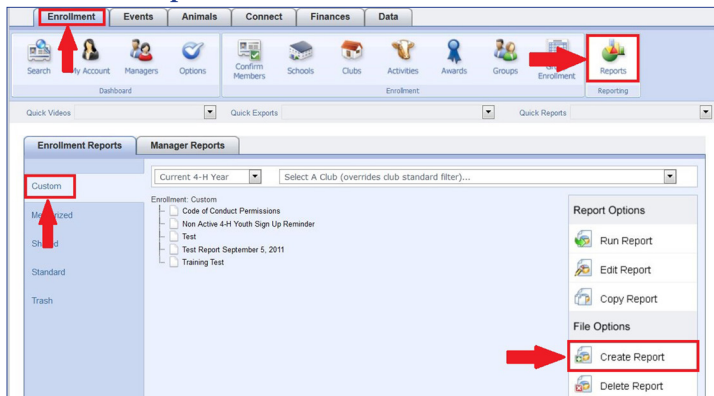


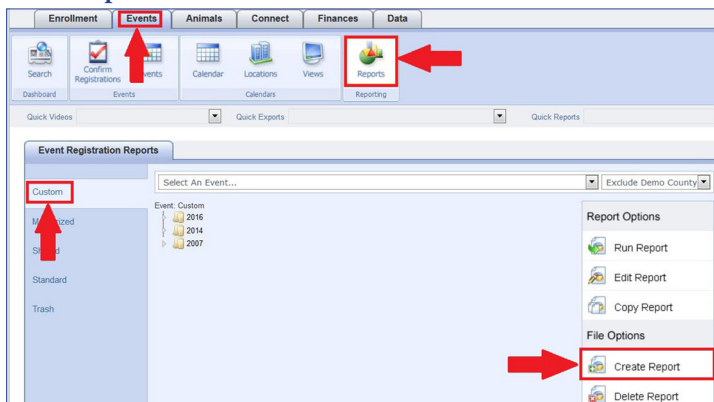
### STEP 1: CREATE CONTACT REPORT

#### Enrollment Reports



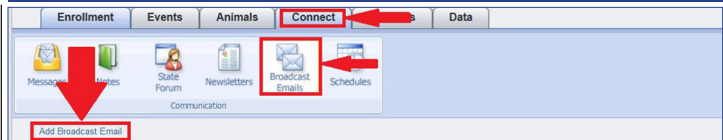
1. Log into 4HConnect.
2. Click the [Enrollment] tab.
3. Click the [Reports] icon.
4. Click the [Custom] link on the left side of the screen.
5. Click the [Create Report] icon/link.
6. Create a report that includes the family/member email addresses of people the report should be sent to.

#### Event Reports

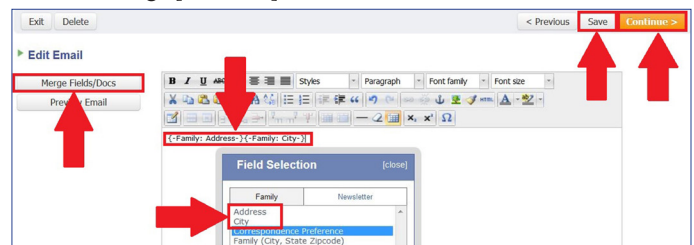


1. Log into 4HConnect.
2. Click the [Events] tab.
3. Click the [Reports] icon.
4. Click the [Custom] link on the left side of the screen.
5. Click the [Create Report] icon/link.
6. Create a report that includes the family/member email addresses of people the report should be sent to.

### STEP 2: CREATE/SEND EMAIL MESSAGE



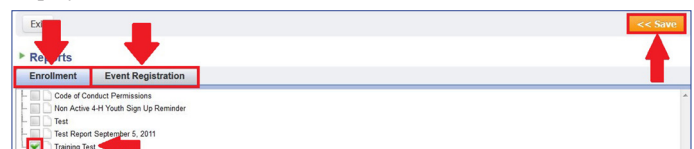
1. Click the [Connect] tab.
2. Click the [Broadcast Emails] icon.
3. Click on the [Add Broadcast Email] link.
4. Type an email title in the dialogue box that pops up.
5. Click the [Create Email] button.
6. Click the radial button beside [Send To Members] or [Send To Families].
7. Click the orange [Continue] button.
8. Type the [Subject] of the email.
9. Click the orange [Save] button.
10. Click the orange [Continue] button.
11. Create the email that you would like to send. You may also include certain fields from 4HConnect inside of your email. Click on the [Merge Fields/Docs] box to the left. Click the [Preview Email] box to view what the email will look like.
12. Click the orange [Save] button.
13. Click the orange [Continue] button.



14. Click the [Select Reports].



15. Click on the custom report that you created in step 1.
16. Click the orange [Save] button. The report selection screen will be displayed with a list of those scheduled to receive the email.



17. Click the orange [Continue] button to send.
18. Click the [Send Now] checkbox.
19. Click the orange [Finish] button to send email.

