Little Green Light

Helpful Hints

Ver 2 – 5/26/2022

Contents

Selecting Gardeners

Search hint

There is a "Group" in LGL that has entries for the different types of names in the system. These types could be, for example, Board Member, WCG Member (a gardener) Bee Apiary, Compost, Volunteer, etc. Here is a list of the types in "Groups".

Select Groups

Narrow list

[ ] Select/deselect all

[ ] Bee Apiary	[ ] Board Member
[ ] Community Outreach	[ ] Compost
[ ] Education	[ ] Fundraising
[ ] IT Support	[ ] Membership
[ ] Pest Control	[ ] Planning
[ ] Pocket Prairie	[ ] Purple Martin Houses
[ ] Seeds and Plants	[ ] Site Maintenance
[ ] Specialty Gardens & Orchards	[ ] Staff
[ ] Team Member	[ ] Volunteer
[ ] Volunteer Coordinator	[ ] Watering
[✓] WCG Members	[ ] Work Day Coordinator

To select just the current gardeners, you need to select the Group "WCG Members" from the system.

Advanced Search

Show constituents where

All of the following are true

❌ | Groups ▾ | includes any ▾ | *WCG Members* Edit

Add more criteria · Advanced options ❓

💾 Save this search   New Search

If want to find the gardeners that have input their volunteer hours for this year, here is the query.

Advanced Search

Show constituents where

All of the following are true

❌ | Total vol. hours ▾ | is greater than ▾ | 0

❌ | Groups ▾ | includes any ▾ | *WCG Members* Edit

❌ | Vol. dates ▾ | This year ▾ | this year 📅 to this year 📅

Add more criteria · Advanced options ❓

💾 Save this search   New Search

That query can be saved by pressing the "Save this search" button, then name the search.

Advanced Search

Show constituents where

All of the following are true

✕	Total vol. hours ▾	is greater than ▾	0
✕	Groups ▾	includes any ▾	*WCG Members* Edit
✕	Vol. dates ▾	This year ▾	this year 🗓 to this year 🗓

Add more criteria · Advanced options ❓

💾 Save this search   New Search

Name your saved search

Total hrs greater than 0   or   --Update existing-- ▾   ☐ **Share?**   Save   or Cancel

Once this query is saved, it can be retrieved from the pull-down list on right in the window.

Saved Searches: Total hrs greater tha... ▾

Restrict by: Event   Appeal

Creating a report

A report can be created from any data in the LGL system. First, run a query that returns the data that you want. And example might be: All gardeners that have input volunteer hours. See the query above. Once the data is returned, on the upper right is the "Export Results" button. This will bring you to the "2. Customize" tab of the report export feature. Here you can select the specific fields you want to be in the report.

Edit export

1. Search	2. Customize	3. Preview	4. Save Report		Canc

Ready to export **76** constituents. Add/remove in the Search tab.   Back   Nex

Your report has **2 fields**. Add/remove in the Customize tab. **? More info**

Report Template   ☐ Save fields as New Report Template?

Custom (xlsx,csv) ▾

☐ Save this template as your default selection for constituent reports.

☐ Hide anonymous donor details?
☑ Spreadsheet Friendly? (Preserve leading zeros)
☑ Exclude inactive/invalid contact info?
☐ Remove line breaks from all fields

Select the fields that you would like to add to your CSV/XLSX export.   Customize field order (drag and drop) and settings. **Quick Preview** | Remove all

Constituent Fields >	Add all | Remove all	**First Name**	Customize · ✕
Constituent Category Fields	☐ LGL Constituent ID	**Last Name**	Customize · ✕
Contact Info. Fields	☐ External constituent ID		
Gift/Pledge/Goal Fields	☐ Constituent Type		
Appeal & Event Fields	☑ First Name		
	☐ Middle Name		
	☑ Last Name		
	☐ Maiden Name		
	☐ Sort Name		
	☐ Addressee		
	☐ Alt. Addressee		
	☐ Calculated Addressee		
	☐ Salutation		
	☐ Alt. Salutation		

After selecting all the fields that you want, click "Next" in the upper right to go to step "3. Preview". This will display a sample of the report.

Edit export

1. Search	2. Customize	3. Preview	4. Save Report

Ready to export **76** constituents. Add/remove in the Search tab.

Your report has **2 fields**. Add/remove in the Customize tab. **? More info**

Preview shows up to the first 100 rows and all columns from your report.

First Name	Last Name
Susan	Adams
Mirian	Amaya
Dawn	Asher
Ross	Asher

After reviewing, click Next to go to "4. Save Report".

Here, you can give it a Report Name and save the Report. In this case, the name is "Gardener Emails". You can retrieve this report on the Reports page:

It is at the very bottom of the reports.

On this screen, click the report just generated to download the results.

Sending emails

The Little Green Light application allows sending emails to any specific group of members, using predefined templates. The templates we have set up already are for "WCG Newsletter", "Community Service Day Reminder", and several others.

To send an email takes 5 steps:
1. Logging onto Little Green Light web site
2. Selecting who to send to
3. Select the template
4. Review
5. Send the emails

Step 1. Logging onto LGL web site
Go to https://wcg.littlegreenlight.com/login and enter your email and password.
The top of the page will look like:
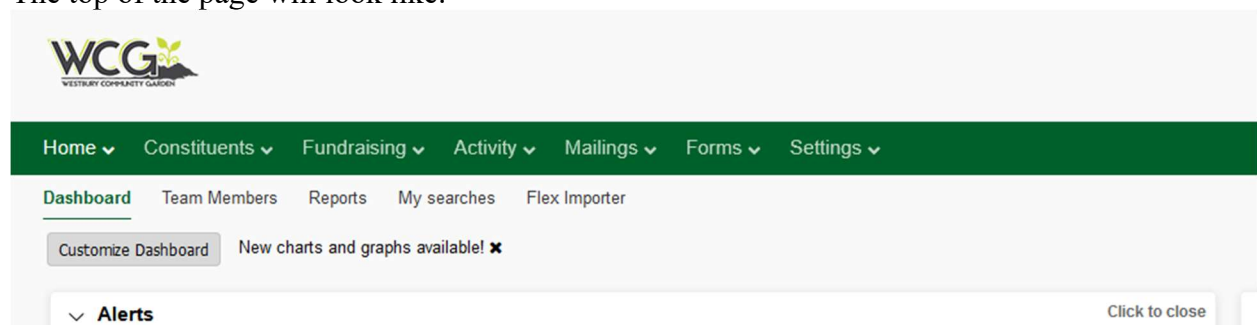
From this menu, go to Mailings, Emails
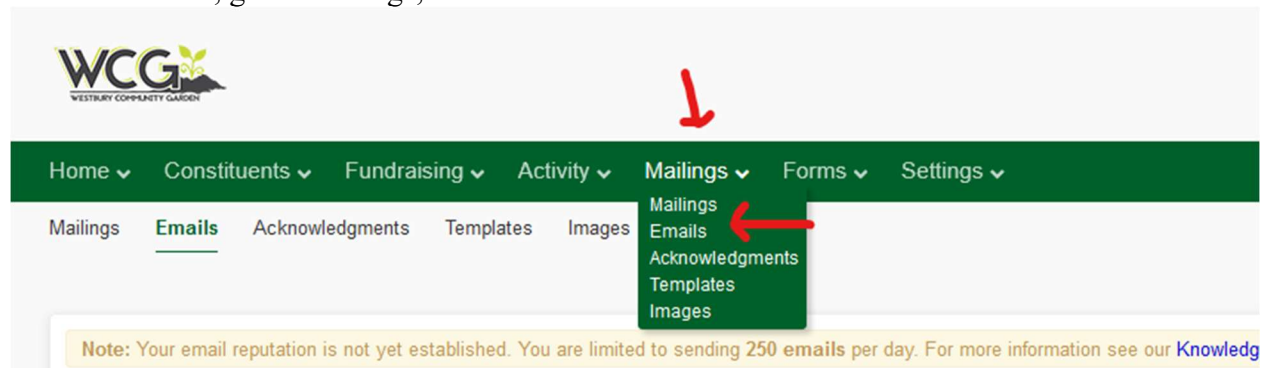
On the far-right press "Send Email"

This will bring up 4 steps that are needed to send an email:
1. Build email list
2. Customize email
3. Email options

4. Review and send
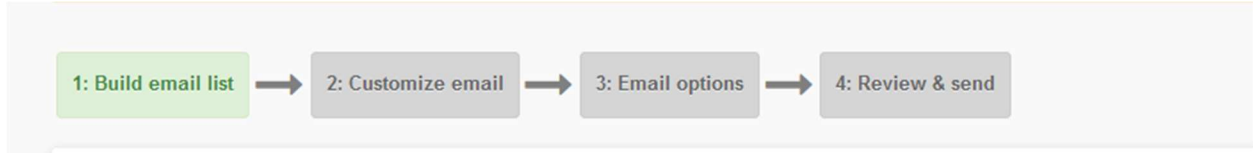
For this documentation we will describe the process to send the weekly WCG update from the President.

Step 1: Build the email list. This is where you select the group of people to receive email. For the Weekly Update email, this will be everyone that is marked as "WCG Member".

In the Search window, change "Names" to "Groups" by clicking in the box. Click the "Select" button then select "WCG Members".

On the right hand side of the window, click "Refresh Search".
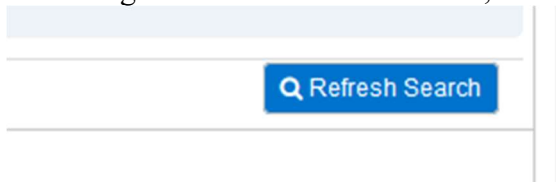
This will return all the gardeners in the WCG Members group. It will show a count of how many were selected.

From this point you can scroll down to see all the names that were selected. Names may be individually added or removed from the Member list if needed. Use the two check boxes above to add or remove names.

Click Next at the bottom of the window go to Step 2: Customize email.

1 2 3 4 5 6 >

's.   **Next** or Cancel

Step 2. Customize email

Click on the "Email template" box and select "WCG Newsletter".

Customize email

Send email to **70** constituent/s.

Send A Test Email

Email template

-- no template --   ▼   Select

-- no template --

Newsletter Templates

   WCG Newsletter 1/21/2022 [email]

Other Templates

   Volunteer Acceptance Letter [email]

Reminder Templates

   Feb 2022 Community Service Day Reminder [email]

   Jan 2022 Community Service Day Reminder [email]

   March 2022 Community Service Day Reminder [email]

   April 2022 Community Service Day Reminder [email]

   Quarterly Volunteer Records Reminder [email]

   Membership Inquiry Response [email]

   Community Service Record-Keeping For Attendees [email]

This will be bring up a text box that will have the contents of the email.

At this point you can / need to change the Subject of the email, and the contents of the email. Go into the text box and put in the current message.

At this point you will need to change the "From" to be your name, the "Subject" and the text that you want to send. Notice that it has: "Dear [[salutation]]," at the top. This is there so the email will be personalized with the person's name. Do not change this.

When finished making changes to the text, click the Next button at the bottom right of the window.

This will bring you to Box 3: Email Options

When finished here, click Next at the bottom right on the window.

This will take you to Box 4: Review & Send. There may be a pause while it processes the final set.

This will let you review the email as it will go out to the membership. If you want to make any changes to the email, there is an Edit button in the second window.

Review & send

Send email to **1** constituent.

Summary

Name	Status ⓘ	Recipients
Newsletter [Newsletter]	*Draft* 📨 Queue email for delivery ⓘ	1 recipient/s ⟳ Refresh ↗ Export

Email preview

From: "Steve Goldberg" <sgoldberg124@comcast.net>
Subject: WCG Newsletter test

Dear [[salutation]],

In This Edition

1. Monthly Service Day is Saturday, January 22, 2022.
2. 2022 Gardener Agreements will be available to sign and will accept required dues for eligible gardeners this Saturday, January 22.
3. The last of the Organic Honey will be available on Saturday, January 22.
4. Gardeners not renewing have 2 more weekends to clean their beds.

1. Our regular fourth Saturday Service Day is this Saturday, January 22. We need to finish some of the tasks the MLK Day volunteers started. Tasks include weeding and covering weeded areas with leaves in Butterfly Beds and Orchards.
2. Membership Chairman, Betsy Longoria will be at the garden this Saturday, January 22 with Gardener Agreements for eligible gardeners to sign and will accept membership dues of $84.00. If cash, bring the exact amount.
3. Organic honey is available Saturday, January 22, for a donation of $10.00 at the garden.
4. Gardeners who are not renewing their membership for 2022 only have two more weekends to leave their beds in good condition. Exiting members should leave in good standing in case they want to return in the future. New gardeners will be assigned beds on February 1. If any gardener has second thoughts of renewing their bed, they need to notify the Membership Committee Chairman as soon as possible.

Recipients

Constituent search	Search

1 result

Address and Letter

✏ Edit

Email preview

Email Status: Pending
Date: TBD
From: "Steve Goldberg" <sgoldberg124@comcast.net>
To: "Goldberg, Steve" <sgoldberg124@comcast.net>
Subject: WCG Newsletter test

When you are satisfied with the email, click the blue button "Queue email for delivery". This will put in the queue ready to be sent. Now click the "Send now" button to send the email

Status ⓘ

Queued

Remove from queue	📨 Send now

Your email is queued to send on 1/25/22 at 08:43 AM

After a few seconds, the window will change to Pending with the number of emails being processed. This process can take several minutes, depending on the number of emails being sent. Please be patient.

When the emails have been sent, you will get a status screen like this showing the number delivered.

After the emails are sent, log off the web site with the "Sign out" button on the upper right of the web site.

<end of process>

How to order by Bed number

Sort by bed number ? Working on it. Not sure it can be done inside LGL. Export to Excel and sort there.

Questions: