Sending Pointed Emails

This example is for sending a specific email to certain gardeners. One feature is that you can include an image with your email. There is a section at the end, "Adding an Image" that explains how to upload your image to LGL and then include it in the email.

You need to log on to the Little Green Light web site before proceeding.

Go to https://wcg.littlegreenlight.com/login and enter your email and password. The top of the page will look like:

	GTY CALLERY						
Home 🗸	Constituents 🗸	Fundraising 🗸	Activity 🗸	Mailings 🗸	Forms 🗸	Settings 🗸	

Click on Constituents, All Constituents ...

Home - Constituents - Fundraising - Activity -	Mailings - Forms - Settings -
All constituents uplicates Bulk Edits	
+ Add constituent	
Const List Manager	
Filter Re Duplicates	Advanced Search
By Givi Bulk Edits Top 100 Donor (100)	Show constituents where
New Donor (11) Active Donor (69)	<u>All</u> of the following are true
Lapsed Donor (39) Non Donor (539)	Names Contain
By Type Organization (4) Individual (crai)	Add more criteria • Advanced options ③

In the Names box, put in the Gardener's name that you want to send the email. Press Enter or click the "Search" button on the right. In this example, I put "Wayne" in the Names box. This is the screen that is returned for that gardener.

1 result						
0 selected constituents	Select 1	Deselect 1	Show all			
Constituent ·						
Slaikeu, Wayne	5			Actions	Stewards	
Weyne Slaikeu					Membership	
5903 West Bellfort					Contact types	Primary
Houston, TX 77035 Harris					Groups	Board Member, Purple Martin Landlord, Site Maintenance
8324529271						Specialty Gardens, WCG Members
wayneslaikeu@gmail.com						
Last mail/email: 02/8/24, Email : Newsletter, Sent Birthday: 01/1/42 Age: 82 ID: 944757				Edit categories		

Click on the gardener's name so it brings up their Details.



In the upper right is a button to "Send email". Click that.

This screen will appear.

New email

Constituent	Category					
Slaikeu, Wayne : <wayneslaikeu@gmail.com></wayneslaikeu@gmail.com>	Reminder Send a test email 					
Email template						
no template	✓ Select					
From						
Steve Goldberg <sgoldberg124@comcast.ne< td=""><td>t> •</td></sgoldberg124@comcast.ne<>	t> •					
Note: Only verified and approved LGL Team Members for	your account may send email					
Subject						
Required field						
Email Content						
ⓑ ∨ <u>A</u> ∨ <u>▲</u> ∨ 10pt	✓ ⊞ ✓ <> ∑3 ೫ ⊡ Ё ⊥					
B I ⊻ S ≣ ≡ ≡						
Dear [[salutation]],						

...Enter your email content here...

Fill in the Email template and verify the From and Subject.

New email

Constituent	Category				
Slaikeu, Wayne : <wayneslaikeu@gmail.com></wayneslaikeu@gmail.com>	Reminder 💌 Send a test e			nail	
Email template		/	_		
10 Day Weed Letter [email]	۷ ۲	~	Select		
From					
Debbie Gordon <debbie@digiroo.com></debbie@digiroo.com>	~~~				
Note: Only verified and approved LGL Team Members for	your account ma	y send emai			
Subject					
Your WCG Bed Needs Immediate Attention		-			
		-			
Your WCG Bed Needs Immediate Attention Email Content Image: Content 10pt	~ = ~	<> KN	* 6	ĉ	

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The body of the text will be filled in. There are places with _[xxx]_ that need to be replaced with your text. They could be anywhere in the text. Look all the way down to the bottom.

Note: do NOT change those fields with double [[xx]]. LGL will fill those in.

Dear [[salutation]],

Members of the Westbury Community Garden executive board make periodic inspect beyond your own plot to the aisles and neighboring gardens. For the good of the wh

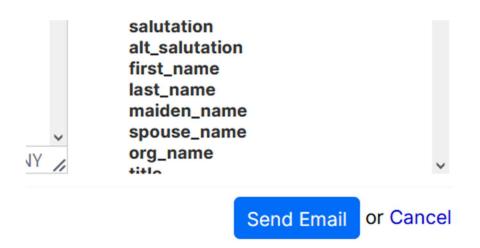
On the _[inspection date]_ weed inspection, the following was observed:

[details]_

You might be thinking, "But my garden is not that bad!" And you might be right, but 1 that are allowed to seed are trouble-makers. Diseased plants and insect infestations is

What should you do now?

When you are finished updating the text with your word, press the "Send Email" button at the lower right.



The system will now return to the Constituent Details page. You may now select another Constituent for another letter.