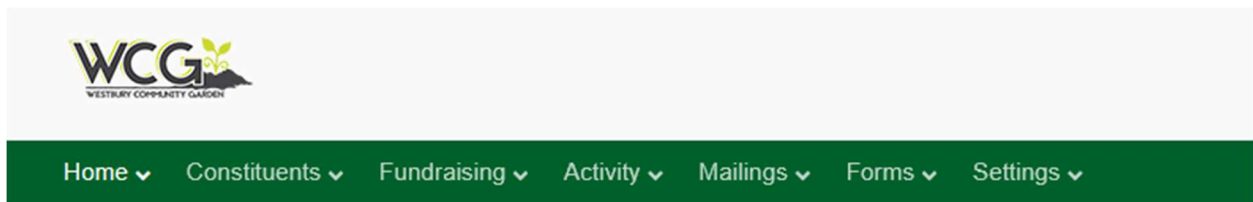


Sending Pointed Emails

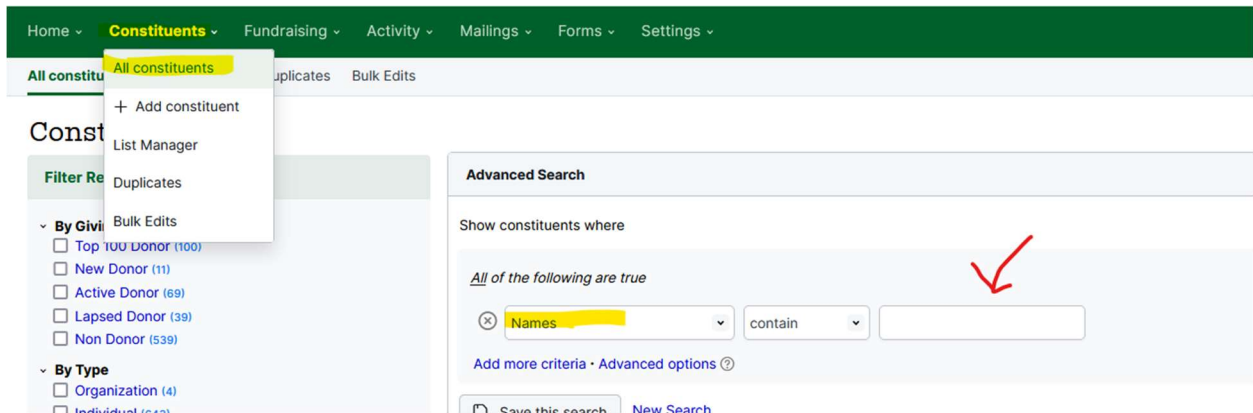
This example is for sending a specific email to certain gardeners. One feature is that you can include an image with your email. There is a section at the end, “Adding an Image” that explains how to upload your image to LGL and then include it in the email.

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:

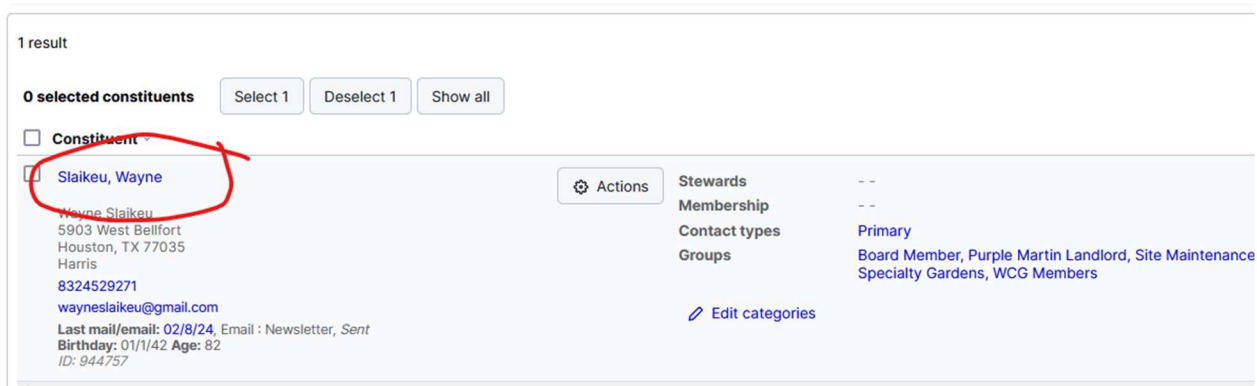


Click on **Constituents, All Constituents** ...

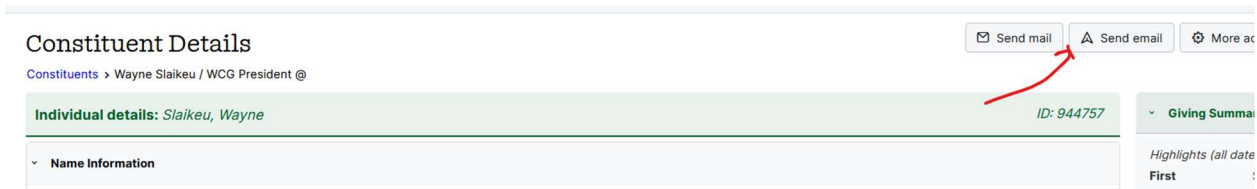


In the Names box, put in the Gardener’s name that you want to send the email. Press Enter or click the “Search” button on the right.

In this example, I put “Wayne” in the Names box. This is the screen that is returned for that gardener.



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



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

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

New email

Constituent

Slaikeu, Wayne : <wayneslaikeu@gmail.com>

Category

Reminder

Send a test email

Email template

10 Day Weed Letter [email]

Select

From






















Debbie Gordon <debbie@digiroo.com>

Note: Only verified and approved LGL Team Members for your account may send email

Subject

Your WCG Bed Needs Immediate Attention

Email Content

			10pt											
B	<i>I</i>	<u>U</u>												

Dear [[salutation]],

Members of the Westbury Community Garden executive board make periodic inspection of the Westbury Community Garden and would like to draw your attention to the fact that the Westbury Community Garden is in need of immediate attention to help from the community to help the garden thrive.

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 inspections beyond your own plot to the aisles and neighboring gardens. For the good of the whole garden,

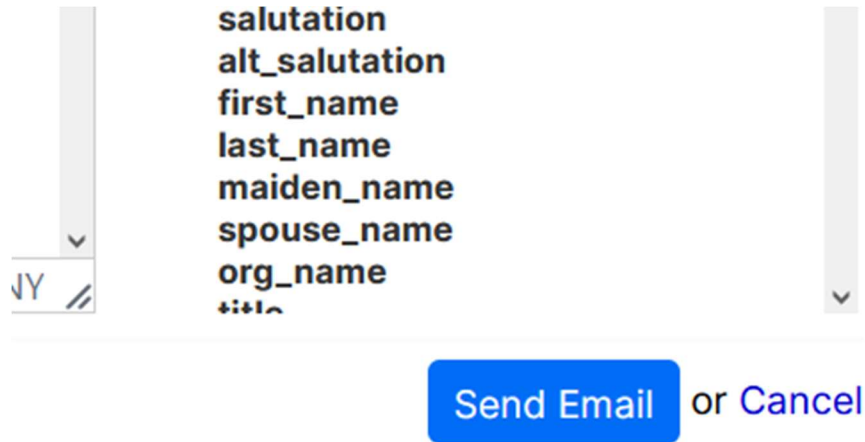
On the `[[inspection date]]` weed inspection, the following was observed:

`[[details]]`

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

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 screenshot shows a form with two vertical scroll bars on the left and right sides. The text in the center of the form is as follows:

- salutation
- alt_salutation
- first_name
- last_name
- maiden_name
- spouse_name
- org_name
- title

At the bottom of the form, there is a blue button labeled "Send Email" followed by the text "or Cancel".

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