

Log in to Admin Area as advised to you by email

From the admin dashboard ->SendPress

a) Email sending

->Email->Newsletters

i) *Creating email:*

- Click EDIT to the right of the Touring Newsletter (*do not mess with the backup which is there in case of accidental delete of the active email*)
- Edit the city and dates (*No need to change the subject, greeting, or signature areas unless you really need to*)
- If you have used Text Blocks to enter touring info into the website (see below), you can copy and paste from there to save re-entering.
- Click UPDATE (*no need to save a new email for different lists or for different dates; past sent emails are available in the Reports area*)

ii) *Sending email*

- Click SEND to the right of the email you edited above
- Select lists to which to send on the left - always select the Test list plus any other you want as this sends the email to your own address as well as the selected newsletter list as a record. *If you want to check the look of the email before you send to the subscribers, you can send to ONLY the Test list which will send to your own email and StickySites.*
- Click SEND at top right
- Click CONFIRM SEND if you are happy with the list and the look. Do not miss this step or nothing will get queued to send.
- You are redirected to the Queue list. Click SEND EMAILS NOW (*you can delete anyone or all on the send list if you need to revise (mistake, editing out some people, etc)*)

Note that the Unsubscribe link at the foot of every email and under the subscription link on the website sets the subscriber status to 'Unsubscribed' and does not send any emails to that address. It does not remove the listing entirely. If the client demands total removal, use the subscriber update instructions below.

b) Subscriber maintenance

->Subscriber

i) Add subscriber

- Click ADD next to the list to update
- Enter email and first name (*you can ignore the other fields*)
- If you have multiple subscribers to enter, use the box at the bottom to enter each subscriber *on a fresh line* in the format Email,FirstName (eg stickysites@protonmail.com,Simon)
- SUBMIT

ii) Edit subscriber

- Click VIEW/EDIT to right of list you need to edit OR select All Subscribers at the top to edit a single subscriber who is on multiple lists without accessing each list individually
- Filter by status if you need (bounced, unsubscribed, active)
- Select Edit by mouse over the name you want to edit (or delete if needed)
- Edit content - button at bottom allows you to resubscribe, or to suspend (No Status)
- Click SAVE

iii) Export

- Click EXPORT to the right of the relevant list (saved in CSV format)

Updating touring information on the website

From the Admin Dashboard->Text Blocks->All Text Blocks->Touring

- Update the touring information (*no need to format and the text will be inserted into your page*)
- Click UPDATE