- 1. if the application was hand-written, type it into a new membership form so that it has a more professional look as we send it to our board, followed by the membership if no objections by the board. Link to New Member Application: https://www.viningsrotary.org/resource/1387
- 2. Access the New Member application for Board email template via this link, https://www.viningsrotary.org/email/21817, and then select 'Clone' at the top-right of the window. Enter your name as 'Sender', type in your last name and the system will find your ID.
- 3. Remove (Template) (Copy) from the subject line
- 4. Update the items that say 'add here' throughout the document. They are Club Secretary name and email address, Final date for approval/objections, Proposed member's name, classification and who they were proposed by with the final update of the Club Secretary's name.
- 5. In the 'Attachments' section below, select 'Choose File' and attache the new member application for review.
- 6. Select save at the bottom.
- 7. Return to your newly created email with attachment and select 'Blast' at the top-right of the window.
- 8. On the blast window, select the top-left check box for 'Vinings Cumberland' email list
- 8a. if you would like to test send the email, first select the 'Test Only' box at the bottom, without 'Vinings Cumberland' selected and then continue.
- 9. Uncheck all except Shawn, Jaime, Brant, Fiona, Thomas, Farley, Ivan, William Nadal, Jolene, Ted, Chanel and Peter (I am looking into setting a distribution list for the Board. WBC 11/26/2025)
- 10. Click 'Send Blast'

