



OurChapter.org

Campaign Email/Text function.

This presentation will show you how to use “Campaigns” to send emails or texts (SMS Via Cell Phones) to your members.

- Email all members or create selected groups of members.
- Create your own customized templates for your emails.
 - Simple template script for your Logo, Chapter Name, Location, etc.
- View the finished email before you send it.
- See emails that are “Opened” and “Clicked on” by member name.
- See “Invalid addresses” and “Un-Subscribed” emails by member name.
- Copy an existing campaign email to create a new one.
- Attach pictures or files to your emails.
- Dues and Roster Update functions can be added to your campaigns.
- Automatic URL hot-links and tracking.
- Several reports are available after you send out the campaign.

Don White – Feb. 1, 2024

Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.

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Campaigns – Login First.

1. Use the “Login” link at the top right to Login into the website.
2. Fill out your email and password and click the “Login” button in the window box.

Our Chapter Management Website

Help Contact Us Site Info Sign Up Login

Welcome to the Our Chapter Management website. This website is available free of charge to any chapter, group or individual. Roster management, Send Emails, Photos/Newsletters, Forums, Reports. For detailed information, please use the [Site Info](#), at the top of the page.

We have selected the 3 closest chapters for your internet location. If this is not your location, please enter your (US or Canada) code or city name.

Please click on the logo below to view detailed chapter information.

EAA 866	Spaceport 99s	EAA 724
<p>Titusville, FL (11 miles)</p>	<p>Cocoa, FL, FL (12 miles)</p>	<p>Merritt Island, Florida (13 miles)</p>
<p>Meeting: 1st Wednesday of each month at 7pm Address: 476 N. Williams Ave</p>	<p>Meeting: 2nd Saturday at 10 am Address: 2289 COX RD</p>	<p>Meeting: 2nd Wednesday of each month at 7pm Address: 900 Airport Road</p>



Campaigns – Member Communications

1. Campaigns by using either emails or text (SMS) via cell phones are a easy way to communicate to your members.

Our Chapter Management Website

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Don Support - Update Profile Add your own chapter, group or family. Chapter Report

Chapter Management Functions - EAA - All Show One

Chapter / Group	Member Roster	Campaigns Email/Text	Photos / Newsletters	Forums	Calendar	Sign-in Sheet	Dues	Meetings	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
9999 (Somewhere, USA)														

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Campaigns – Introduction

1. You have two ways to send messages to your members:

- Email Campaign
- Send Text Message

2. All emails are sent via the “Email Campaign” option.

3. The “Text (SMS) Message” will send an immediate Text message to your members cell phones. **This is used to get a quick response only.** We limit the number of text’s that are sent.

The screenshot shows the 'My Campaigns' section of the Chapter Management Tool. At the top, there are buttons for 'Create a new email campaign' and 'Send Text(SMS) Message'. Below these are icons for 'Groups', 'Templates', and 'Comm Log', along with an 'Editor' dropdown set to 'Rich Text' and a 'Show Hints' button. A table lists several campaigns with columns for Campaign Name, Created, Group, Sent Out, Msgs, Open, Delv, Click, Invalid, Unsub, and URL. A green arrow points to the 'Send Text(SMS) Message' button, and another green arrow points to the 'Campaign Name' column header.

CAMPAIGN NAME - All (3) - Show Last 90 days	CREATED	GROUP	SENT OUT	MSGS	OPEN	DELV	CLICK	INVALID	UNSUB	URL
Test Campaign on 9/1/2023 - Actions: - (View) - (Copy) - (Send me)	Apr 12, 2022 - 2:49 pm	All Members (24)	Sep 2, 2023 - 12:08 am	6	0	0	0	0	0	0
Campaign on Sept 6, 2023 - Actions: - (View) - (Copy) - (Send me)	Mar 10, 2022 - 10:21 am	All Members (6)	SEND OUT NOW	2	0	0	0	0	0	0
Test Campaign on 3/10/2022 - Actions: - (View) - (Copy) - (Send me)	Mar 10, 2022 - 10:20 am	Only Support (1)	SEND OUT NOW	1	0	0	0	0	0	0

4. To get started with a new email campaign, click that button. If you have an existing campaign, click on the Campaign Name.

5. Select the type of editor that you want to use for your campaigns; Text Only or Rich Text. Rich text allows for formatting options like underlining, colors, background, etc.



Campaigns – Introduction

1. “Groups” can be managed the same way that are done in the “Member Roster” function.
2. “Templates” are used to create a custom look to your emails. Many standard templates are available or you can create your own.
3. “Comm Logs” will show number of emails and Text’s that you have sent out.

Chapter Management Tool - (OurChapter)

My Campaigns - Create a new email design Send Text(SMS) Message Groups Templates Comm Log Editor: Rich Text Show

CAMPAIGN NAME - All (3) - Show Last 90 days	CREATED	GROUP	SENT OUT	MSGS	DELV	CLICK	INVALID	UNSUB	URL
Test Campaign on 9/1/2023 - Actions: - (View) - (Copy) - (Send me)	Apr 12, 2022 - 2:49 pm	All Members (24)	Sep 2, 2023 - 12:08 am	6	0	0	0	0	0
Campaign - Sept 6, 2023 - Actions: - (View) - (Copy) - (Send me)	Mar 10, 2022 - 10:21 am	All Members (6)	SEND OUT NOW	2	0	0	0	0	0
Test Mail on 3/10/2022 - Actions: - (View) - (Copy) - (Send me)	Mar 10, 2022 - 10:20 am	Only Support (1)	SEND OUT NOW	1	0	0	0	0	0

4. By default, only the last 3 months of Campaigns are displayed. You can click on the “Last Year” to display the last 12 months of Campaigns. You can also display all Campaigns for your chapter.

5. You can get detailed email status report by clicking on the number in the MSGS column. This report is only available 1 month after you send the campaign.



Campaign – Create one Text Only Editor

1. To Start, just fill in the Campaign Name and Subject.

2. Select your Group of members or create a group for just yourself for testing.

3. Template selection is next. “No Template” will send the email as you see it.

4. “Summary of commands” are on the next page.



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← My Campaigns - Please complete the campaign form. 

Campaign Name: - Short name for this email campaign, under 30 characters.

Subject: Same? - Subject for email - (Use Same checkbox to copy Campaign Name).

Email List (Group): -  - Please select the email list or group to send this campaign to.

Template: -  - Please select the email templates that you want to use to format this email.

Email Body:

Hi {FN},
This is a sample campaign letter that shows a number of different functions.

This is entry # 1.

This is entry #2.

For Click link - {CLICK Attend 1st Meeting} or {CLICK Attend 2nd Meeting}

For Click button - {CLICKB Attend Meeting}
Thank you,
Don White

Summary of commands:

---- (4 dashes) - Entry separation
{FN} - {LN} - First / Last Name
{LOGO <width>} - Chapter Logo
{CLICK <Title>} - Place Click Link
{CLICKB <Title>} - Place Click Button
{IMAGE # <Row> B|N} - Place Image, #-Image #
Row-images per row(1-9), B-Border,
W-Wrap left text
{CALENDAR} - Place Calendar
{IMG <Picture ID>,<Size>} - Place Picture ID
{DUES <Sentence>} - Dues option
{UPDATE <Since>} - Update request
months since last update, default of 12.

[Add Images](#) [Attach Files](#)

[Save Campaign - Submit](#) [Save Only - Submit](#) [View Campaign Email after SAVE](#)



Campaign – Create one Rich Text Editor



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
1. To Start, just fill in the Campaign Name and Subject.
2. Select your Group of members or create a group for just yourself for testing.
3. Template selection is next. “No Template” will send the email as you see it.
4. “Summary of commands” are on the next page.

← My Campaigns - Please complete the campaign form. 

Campaign Name: - Short name for this email campaign, under 30 characters.






























Subject: Same? - Subject for email - (Use Same checkbox to copy Campaign Name).

Email List (Group): -  - Please select the email list or group to send this campaign to.

Template: -  - Please select the email templates that you want to use to format this email.

Email Body:

File Edit View Insert Format Tools Table Help

← → **B** *I*                             

Hi {FN},
This is a sample campaign letter that shows a number of different functions.

This is entry # 1.

This is entry #2.

For Click link - {CLICK Attend 1st Meeting} or {CLICK Attend 2nd Meeting}

For Click button - {CLICKB Attend Meeting}
Thank you,
Don White

P 45 WORDS POWERED BY TINY

Summary of commands:

- (4 dashes) - Entry separation
- {FN} - {LN} - First / Last Name
- {LOGO <width>} - Chapter Logo
- {CLICK <Title>} - Place Click Link
- {CLICKB <Title>} - Place Click Button
- {IMAGE # <Row> B|N} - Place Image, #-Image #
- Row-images per row(1-9), B-Border, W-Wrap left text
- {CALENDAR} - Place Calendar
- {IMG <Picture ID>,<Size>} - Place Picture ID
- {DUES <Sentence>} - Dues option
- {UPDATE <Since>} - Update request months since last update, default of 12.

[Add Images](#)
[Attach Files](#)

[Save Campaign - Submit](#) [Save Only - Submit](#) [View Campaign Email after SAVE](#)



Campaign – Commands

Summary of Commands – can be placed anywhere within the body of the Email

- - Used to separate paragraphs in your email.
- {FN} – {LN} - Will include the members First or Last Name
- {LOGO} - Insert your chapter’s Logo, if provided. You can select the width of that Logo.
- {CLICK <Title>} - Used to survey your members with a click on a link.
- {CLICKB <Title>} - Used to survey your members with a click on a BUTTON, like CLICK above.
- {IMAGE} - Will be discussed on the next page.
- {CALENDAR} - Will place your active calendar of events in this email, using the “Calendar” function.
- {IMG} - Will be discussed after the “IMAGE” command page.
- {DUES <Sentence>} - Add the “Sentence” on this email if the member’s Dues are not paid for.
- {UPDATE <Since>} - Will add an “Update Membership” request button if not be updated in some many months, the default is 12 months.
- {NEXTMEETING} - Date/time of next meeting (ex: Nov 9th at 7pm)
- {NEXTMEETINGL} - Date/time of next meeting (ex: November 9th at 7pm)



Campaign – IMAGE Cmd.



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Logout


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1. To use the IMAGE command, select the “Add Images” button at the bottom of the page.

2. Then select the “Browse” button to upload your picture(s). Repeat for as many pictures you want to include.


3. Add the “IMAGE” command in email body. Format is IMAGE, image # and number of images per row.


4. Click “Save Only” button.

← My Campaigns - Please complete the campaign form. 

Campaign Name: - Short name for this email campaign, under 30 characters.

Subject: Same? - Subject for email - (Use Same checkbox to copy Campaign Name).

Email List (Group):  - Please select the email list or group to send this campaign to.

Template:  - Please select the email templates that you want to use to format this email.

Email Body:

Hi {FN}.
This is a sample campaign letter that shows a number of different functions.

{IMAGE 1 2} {IMAGE 2 2}

{IMAGE 1 3 W} The "W" command will wrap to the right of the picture.

Thank you,
Don White

Summary of commands:

- (4 dashes) - Entry separation
- {FN} - {LN} - First / Last Name
- {LOGO <width>} - Chapter Logo
- {CLICK <Title>} - Place Click Link
- {CLICKB <Title>} - Place Click Button
- {IMAGE # <Row> B|N} - Place Image, #-Image #
Row-images per row(1-9), B-Border,
W-Wrap left text
- {CALENDAR} - Place Calendar
- {IMG <Picture ID>.<Size>} - Place Picture ID
- {DUES <Sentence>} - Dues option
- {UPDATE <Since>} - Update request
months since last update, default of 12.



 



Image #1: - Delete? 

Image #2: 0324Seareys.jpg 

[View Campaign Email after SAVE](#)



Campaign – IMAGE Cmd.



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[Logout](#)


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1. The images will be uploaded and displayed at the bottom of the email body.

2. The two IMAGE commands will display the 2 images on the same ROW.


3. The “IMAGE 1 3 W” will display image #1, allowing 3 images per row and be able to wrap the text to the right of the picture.


4. Click “View Campaign Email after SAVE” button.

← My Campaigns - Please complete the campaign form. 

Campaign Name: - Short name for this email campaign, under 30 characters.

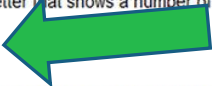
Subject: Same? - Subject for email - (Use Same checkbox to copy Campaign Name).

Email List (Group):  - Please select the email list or group to send this campaign to.

Template:  - Please select the email templates that you want to use to format this email.

Email Body:

Hi {FN},
This is a sample campaign letter that shows a number of different functions.



{IMAGE 1 2} {IMAGE 2 2} ← 

{IMAGE 1 3 W} The "W" command will wrap to the right of the picture.

Thank you,
Don White

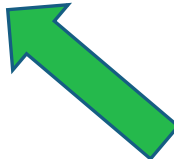
Summary of commands:

- (4 dashes) - Entry separation
- {FN} - {LN} - First / Last Name
- {LOGO <width>} - Chapter Logo
- {CLICK <Title>} - Place Click Link
- {CLICKB <Title>} - Place Click Button
- {IMAGE # <Row> B|N} - Place Image, #-Image #
Row-Images per row(1-9), B-Border,
W-Wrap left text
- {CALENDAR} - Place Calendar
- {IMG <Picture ID>.<Size>}} - Place Picture ID
- {DUES <Sentence>} - Dues option
- {UPDATE <Since>} - Update request
months since last update, default of 12.

Image #:1 - Delete?  Image #:2 - Delete? 

[Add Images](#) [Attach Files](#)

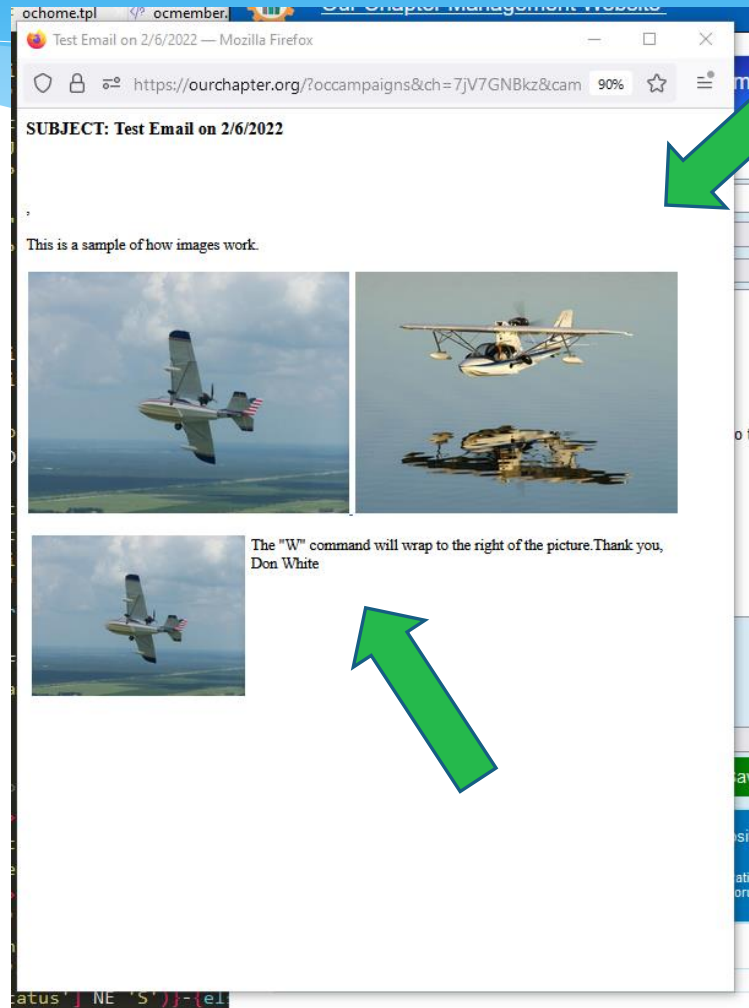
[Save Campaign - Submit](#) [Save Only - Submit](#) [View Campaign Email after SAVE](#)

← 



Campaign – IMAGE Cmd.

1. A Window will appear with the view of the email. You can change the email body and save to change this view dynamically with a Refresh window.
2. After you review this, close up the window with the “X” at the top right corner.
3. If any uploaded pictures are not in “IMAGE” commands, they will automatically be added to the end of the email.





Campaign – IMG Cmd.

1. The IMG command will include a picture from the “Photos / Newsletters” function. You can get the Picture ID from that function.



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← My Campaigns - Please complete the campaign form. 

Campaign Name: - Short name for this email campaign, under 30 characters.

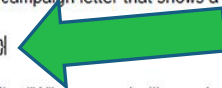
Subject: Same? - Subject for email - (Use Same checkbox to copy Campaign Name).

Email List (Group): - Please select the email list or group to send this campaign to.

Template: - Please select the email templates that you want to use to format this email.

Email Body:

Hi {FN},
This is a sample campaign letter that shows a number of different functions.

{IMG 74feR9123} ← 

{IMAGE 1 3 W} The "W" command will wrap to the right of the picture.

Thank you,
Don White

Summary of commands:

- (4 dashes) - Entry separation
- {FN} - {LN} - First / Last Name
- {LOGO <width>} - Chapter Logo
- {CLICK <Title>} - Place Click Link
- {CLICKB <Title>} - Place Click Button
- {IMAGE # <Row> B{N}} - Place image, #-Image #
Row-images per row(1-9), B-Border,
W-Wrap left text
- {CALENDAR} - Place Calendar
- {IMG <Picture ID>,<Size>} - Place Picture ID
- {DUES <Sentence>} - Dues option
- {UPDATE <Since>} - Update request
months since last update, default of 12.



Image #:1 - Delete? 

Image #:2 - Delete? 

[Add Images](#)


[Attach Files](#)

[Save Campaign - Submit](#) [Save Only - Submit](#) ([View Campaign Email after SAVE](#))




Campaign – Attachments


1. Any number of file attachments can be added to your campaign.
2. To attach a file, click on the “Attach Files” button below.
3. A “Browse” button will appear for you to select your file to upload.
4. When the uploaded file is done, an icon will appear with the file type.
5. The attach file(s) will automatically be added to your campaign email.

← My Campaigns - Please complete the campaign form. 

Campaign Name: - Short name for this email campaign, under 30 characters.

Subject: Same? - Subject for email - (Use Same checkbox to copy Campaign Name).

Email List (Group):  - Please select the email list or group to send this campaign to.

Template:  - Please select the email templates that you want to use to format this email.

Email Body:

Hi {FN},
This is a sample campaign letter that shows a number of different functions.


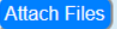
{IMAGE 1 2} {IMAGE 2 2}



{IMAGE 1 3 W} The "W" command will wrap to the right of the picture.



Thank you,
Don White



Summary of commands:

- (4 dashes) - Entry separation
- {FN} - {LN} - First / Last Name
- {LOGO <width>} - Chapter Logo
- {CLICK <Title>} - Place Click Link
- {CLICKB <Title>} - Place Click Button
- {IMAGE # <Row> B|N} - Place Image, #-Image #
Row-images per row(1-9), B-Border,
W-Wrap left text
- {CALENDAR} - Place Calendar
- {IMG <Picture ID>,<Size>} - Place Picture ID
- {DUES <Sentence>} - Dues option
- {UPDATE <Since>} - Update request
months since last update, default of 12.

 - Delete?  - Delete?

 - Delete?  SeareyRegistration-220523.pdf

 raa-searey-article.pdf 

[View Campaign Email after SAVE](#)



Campaign – Sending

1. There are 5 columns to provide information about the Campaign after it's sent out.

- **Msgs** – Email that are sent out.
- **Open** – Emails that have been opened.
- **DELV** – Emails that have been delivered.
- **Click** – If a “Click” command, show the members that clicked
- **Invalid** – Email that came back invalid. The Roster will be updated.
- **Unsub** – Member that Unsubscribed.
- **URL** – Members that clicked on any link within that email.

Chapter Management Tool - (OurChapter.org) Help Contact Us Site Info Logout My Account

My Campaigns - Create a new email campaign Send Text(SMS) Message Groups Templates Comm Log Editor Rich Text Show Hints

CAMPAIGN NAME - All (4) - Show Last 90 days	CREATED	GROUP	SENT OUT	MSGS	OPEN	DELV	CLICK	INVALID	UNSUB	URL
SMS:From: Don White - Lunch today is at the Island Gecko Resta...	Sep 6, 2023 - 10:09 am	Text Group (4)	Sep 10, 2023 - 10:01 am	4	0	0	0	N/A	N/A	N/A
Test Campaign on 9/1/2023 - Actions: - (View) - (Copy) - (Send me)	Apr 12, 2022 - 2:49 pm	All Members (24)	Sep 2, 2023 - 12:08 am	6	0	0	0	0	0	0
Campaign - Sept 6, 2023 - Actions: - (View) - (Copy) - (Send me)	Mar 10, 2022 - 10:21 am	All Members (6)	SEND OUT NOW	2	0	0	0	0	0	0
Test Mail on 3/10/2022 - Actions: - (View) - (Copy) - (Send me)	Mar 10, 2022 - 10:20 am	Only Support (1)	SEND OUT NOW	1	0	0	0	0	0	0

Note: Opened emails are registered if the member allows images to be viewed. This is the only way we can be included in the opened count.
 * MSGS column - Within 30 days, you can view detailed progress reporting by clicking on the MSGS number.
 * Additional information can be viewed by clicking on the numbers for "Opened", "Clicked", "Invalid", "Unsub" and "URL" columns.

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My Campaigns - Create a new email campaign Send Text(SMS) Message Last Year Groups Templates Comm Log Show Hints

Mozilla Firefox
 https://ourchapter.org/?occampaigns&ch=7h6gAQWxR&cai=90%
 Campaign: Test Mail on 3/10/2022
 Updated: 04/12 03:20 pm - List of emails that were opened. - #=1

	MSGS	OPENED	CLICKED	INVALID	UNSUB	URL
SEND OUT NOW	0	0	0	0	0	0
SEND OUT NOW	0	0	0	0	0	0
SEND OUT NOW	1	1	0	0	0	0

NOTE: This is a FREE Membership

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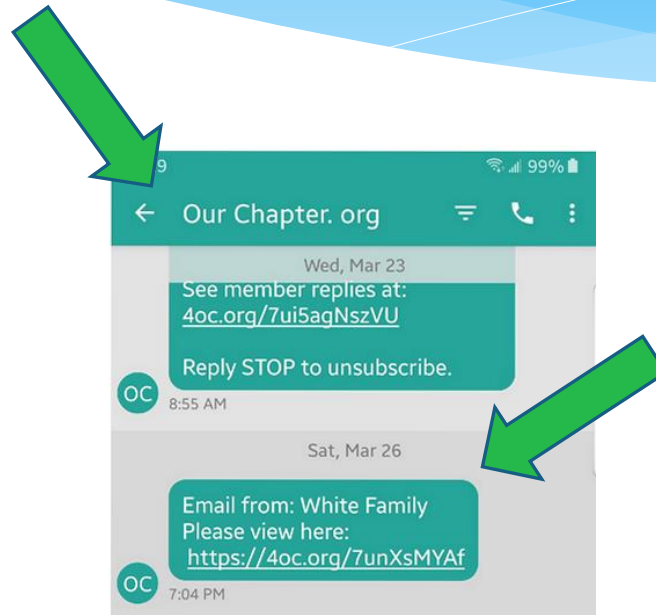
Campaign – Text receiving

1. When a member requests that a campaign email be Text to a Cell Phone, they will get a text from :

- **1-877-321-3040**

2. Make sure your members know this number before sending out text messages.

3. The link in the text message will display your campaign email. That email will have an “Unsubscribed” and other options.





Campaign – Show Hints

1. Additional **Hints** can be displayed by clicking on the “Show Hints” button on the top right.

2. Additional **Hints** will be added in the future.

3. The green **Left Arrow** will always return you to the previous page, in this case the “My Account” page.

Our Chapter Management Website

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My Campaigns. - Create a new email campaign Send Text(SMS) Message Last Year Groups Templates Comm Log Show Hints

Please note: If you send campaigns for members that prefer a text (SMS) message, they will be receiving this text from (877) 321-3040. Please have them unblock this phone number for text messages. Text messages costs two pennies each. Campaigns with "SEND OUT NOW" in the "SENT OUT" column have NOT been sent. Click on list to send. If you only have 1 or 2 emails for a campaign, you can resend them again. If over 2, campaign will be locked after sent.

CAMPAIGN NAME - Last 90 Days (3)	CREATED	GROUP	SENT OUT	MSGS	OPENED	CLICKED	INVALID	UNSUB	URL
Test Campaign on 22 - (View) - (Copy)	Apr 12, 2022 - 2:49 pm	All Members (9)	SEND OUT NOW	0	0	0	0	0	0
Campaign - Ma - (View) - (Copy)	Mar 10, 2022 - 10:21 am	Star Trek Members (2)	SEND OUT NOW	0	0	0	0	0	0
Test Mail on 22 - (View) - (Copy)	Mar 10, 2022 - 10:20 am	Only Support (1)	SEND OUT NOW	1	1	0	0	0	0

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This is a FREE website with tools to help you manage your chapter, organization, group or family functions. Totally free; not a trial; with no ads or marketing! Leadership functions and tools include: Membership Roster, Send Email Campaigns, Photos/Newsletters Viewing, Forums, Calendar, Sign-in, Dues, Meetings, Event Mgmt., Resource Schedule, Finance, Survey and Reports, PDFs



Campaign – Email Status Report



Chapter Management Tool - (OurChapter.org)



1. When you click on the number in the “MSGS” column, this is an email status report.

2. Last status total will show you how many emails made it out.

3. When you click the “Name”, additional information will be displayed about that member’s email.

4. If you want to resend that campaign to the member again, you have a choice of email or Text/SMS, if cell phone is on the Roster.

Campaign Status - TEST 2.0

Sent: Aug 26, 2023 08:44am, #=11, Page Refresh In: 11m 51s

Last status totals: Opened: 9, Delivered: 1, Processed: 0, Bounce:1,

* Name - Click on members name to display additional information about email's progress.

Name *	Last Status	Time (ET)	Resend campaign options
N/A - easyhouse@yahoo.com	Open	Aug 26 4:12pm	Resend via: Email or Text/SMS .
		Time [ET]	Status
		Aug 26 4:12:23pm	Open
		Aug 26 4:12:18pm	Processed
		Aug 26 4:12:17pm	Delivered
			Comment - easyhouse@yahoo.com
			YahooMailProxy; https://help...
Benjamin Jiggs	Delivered	Aug 26 10:49am	Resend via: Email or Text/SMS .
Blake M. Wald	Bounce	Aug 26 10:49am	Resend via: Email or Text/SMS .
Darren S. ...	Open	Aug 26 10:26pm	Resend via: Email or Text/SMS .
David Al...	Open	Aug 26 12:29pm	Resend via: Email or Text/SMS .
David Ga...	Open	Aug 26 10:51am	Resend via: Email or Text/SMS .
Donald M. ...inski	Open	Aug 26 8:33pm	Resend via: Email or Text/SMS .
EAA Ad...	Open	Aug 26 10:49am	Resend via: Email or Text/SMS .
George ...ard	Open	Aug 26 2:27pm	Resend via: Email or Text/SMS .
Kristi B. ...ey	Open	Aug 26 11:08am	Resend via: Email or Text/SMS .
Tim Ha...	Open	Aug 26 12:44pm	Resend via: Email or Text/SMS .

Status totals: Opened: 9, Delivered: 1, Processed: 0, Bounce:1,



Campaign – Click Status Report

1. When you include either the CLICK or CLICKB commands in your campaign, when members click on that link or button, you will see this Click Status report. To view this report, click on the number in the “Click” column.
2. This example has 3 CLICKB commands in it with 3 people responding.
3. Each of the CLICK commands will be highlighted in this report.
4. If the member provides a commend, you will see that also in this click report.

Mozilla Firefox

https://ourchapter.org/?occampaigns&ch=7eH4nzV30&campaign=8f

Campaign: Test of multiple click buttons - Sent on: Sep 11, 2023

Updated: Sep 12 - 6:45 am - List of emails that were clicked. - #=3

Name	Email	Date
Click #1 Attend 1st Meeting		# = 1
Support ChapterPlace	support@chapterplace.com	Sep 11, 2023 9:06 pm
Click #2 Attend 2nd Meeting		# = 2
Gail White	busseller@mail.com	Sep 11, 2023 9:07 pm
Support ChapterPlace	support@chapterplace.com	Sep 11, 2023 9:06 pm
Click #3 Attend Meeting		# = 2
Don White	donwhite@mail.com	Sep 12, 2023 6:14 am
Sep 12, 2023 6:15 am - Looks like a great speaker.		
Gail White	busseller@mail.com	Sep 11, 2023 9:20 pm

Note: Yellow background indicates comment from member.



Campaign – Send Texts (SMS)

1. You can also send a Text (SMS) message to your members cell phones and receive replies. We pay a service to do send out the messages.
(See Comm Log).

Our Chapter Management Website

Help Contact Us Site Info Logout My Account

My Campaigns. - Create a new email campaign Send Text(SMS) Message Last Year Groups Templates Comm Log Show Hints

This link will allow you to send a text message to your member(s) - Plus Function

CAMPAIGN NAME - Last 90 Days (3)	CREATED	GROUP	SENT OUT	MSGS OPENED	CLICKED	INVALID	UNSUB	URL
Test Campaign on 4/12/2022 - (View) - (Copy)	Apr 12, 2022 - 2:49 pm	All Members (9)	SEND OUT NOW	0	0	0	0	0
Campaign - Mar 10, 2022 - (View) - (Copy)	Mar 10, 2022 - 10:21 am	Star Trek Members (2)	SEND OUT NOW	0	0	0	0	0
Test Mail on 3/10/2022 - (View) - (Copy)	Mar 10, 2022 - 10:20 am	Only Support (1)	SEND OUT NOW	1	1	0	0	0

NOTE: This information is strictly used for the Our Chapter website . - Policy - Privacy - © Copyright 2022 Brevard Web Pro, Inc.

2. Your member will receive this Text message from this phone number:
- 1-800-321-3040

3. This is designed for immediate messages to your members and not to be used as normal communications.



Campaign – Send Texts



[Chapter Management Tool](#) - (OurChapter.org)

[Help](#)

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1. Enter your message (150 characters max.)
2. Optionally, you can send this message at a different date and time.
3. Select the “Include Reply URL” option.
4. Check the members that you want to receive this text message.
5. Click the “Send Text Message” button to immediately send the message to your members cell phones.

- Send Text (SMS) Message to Members - Filter/Group: All in Roster # 7

NOTE: Your members will be receiving this text from (877) 321-3040. Please have them add this number into their address book APP.
NOTE: This free version of OurChapter is limited to one Text (SMS) Message per day and limited to 20 members. Send us a "Contact Us" for

Text Message:
Current characters: 0 - Limit of 150 characters

Send Out Message: Date: Time: 20 - Time is limited to 15 minute increments

Include Reply URL: Option: To send a URL that will show the replies from all members in your text message.

Send Text Message - 4 Members - Submit It

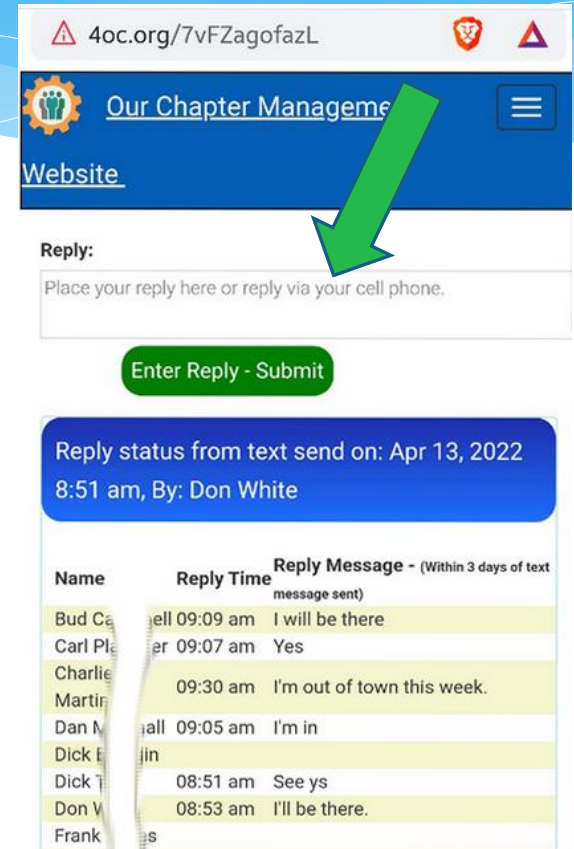
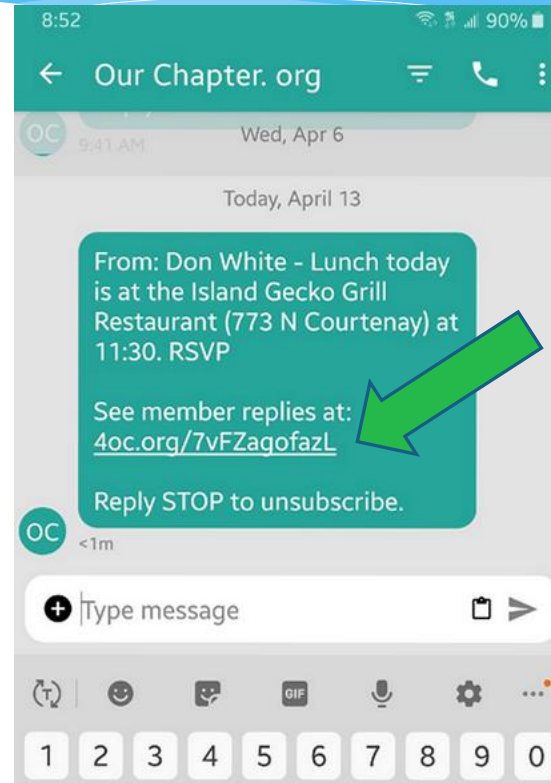
- # of Members without Cell Phone numbers: 3

	Name	Cell Phone	Sender	Unsubscribed
<input checked="" type="checkbox"/>	Don White	321-800-8000		
<input type="checkbox"/>	Don White		Invalid or missing Cell Phone	
<input type="checkbox"/>	Guest Member		Invalid or missing Cell Phone	
<input checked="" type="checkbox"/>	James Kirk	321-555-1212		
<input checked="" type="checkbox"/>	Joe Jones	800-800-9999		
<input checked="" type="checkbox"/>	Mary Jones	800-555-1212		
<input type="checkbox"/>	Mr Spock		Invalid or missing Cell Phone	



Campaign – Text Message

1. Your members will receive a Text that looks like this.
2. Click on the Replies link to view the right screen.
3. Members can either reply to the text normally OR reply using the “Enter Reply” button. Pictures can also be sent via a text reply.
4. You can refresh the right screen to get real-time replies from all of the members on your list. (Names blurred out).





Campaign – Text Message



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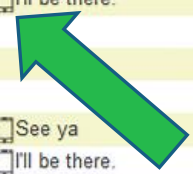
1. You can view the status of your Text by clicking on title from the main Campaign page.
2. This page will refresh automatically every minute.
3. You can manually enter a reply using the light blue icon on the left of the members name.
4. The Cell phone icon is used to show that this member used a normal reply from their phone.

 - Text (SMS) Message send on: Apr 13, 2022 8:51 am, By: Don White (Page automatically refreshes every minute.)

Message: From: Don White - Lunch today is at the Island Gecko Grill Restaurant (773 N Courtenay) at 11:30. RSVP See me for replies at: 4oc.org/7vFZaqofazL

Message sent by: 1-877-321-3040 - Sent #: 17 - Reply #: 10 - Last Reply: Apr 13, 2022 9:30 am

Name	Cell Phone	Reply Time	Reply Message - (Within 3 days of text message sent)
Bud Cap...	321-486...	9 Apr 13 - 9:09 am	 I will be there
Carl Pla...	407-61...	1 Apr 13 - 9:07 am	Yes
Charlie...	703-38...	2 Apr 13 - 9:30 am	 I'm out of town this week.
Dan Ma...	321-27...	1 Apr 13 - 9:05 am	I'm in
Dick B...	321-54...	7	
Don White	321-206...	10 Apr 13 - 8:53 am	 I'll be there.
Frank...	321-69...	5	
Fred M...	321-26...	4	
James...	321-26...	4	
Ken Ri...	321-44...	1 Apr 13 - 9:17 am	 See ya
Michae...	321-80...	4 Apr 13 - 8:54 am	 I'll be there.
Miguel...	321-427...	7 Apr 13 - 9:29 am	I will try

 Manual text reply for this member.



Conclusion / Questions

- * Questions / Comments: Use the “Contact Us” link
- * Best free website for organizations to manage and grow memberships.