

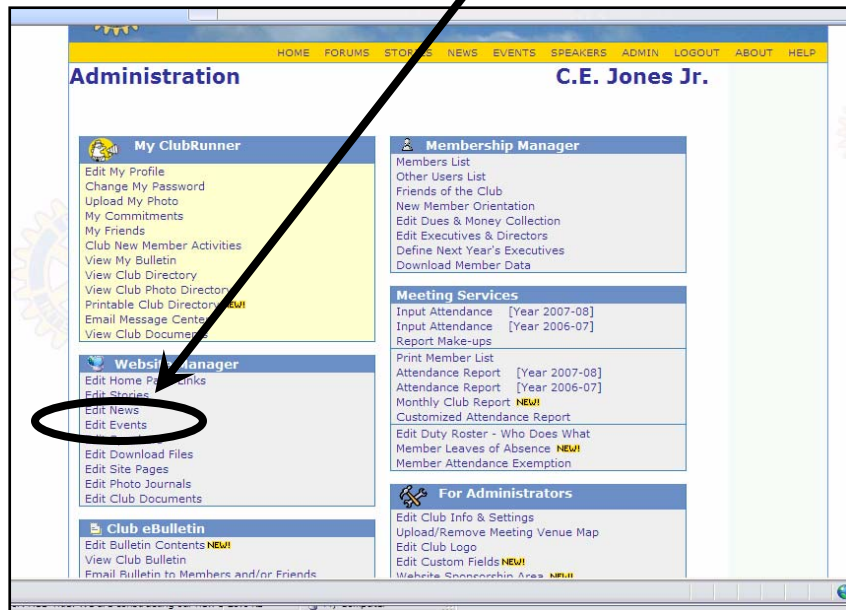
Inviting Club Members to an Event

Once an event is created, you can invite club members to the event.

You can also create distribution lists and invite only members of those distribution lists to the events.

Here are the steps to inviting club members to an event.

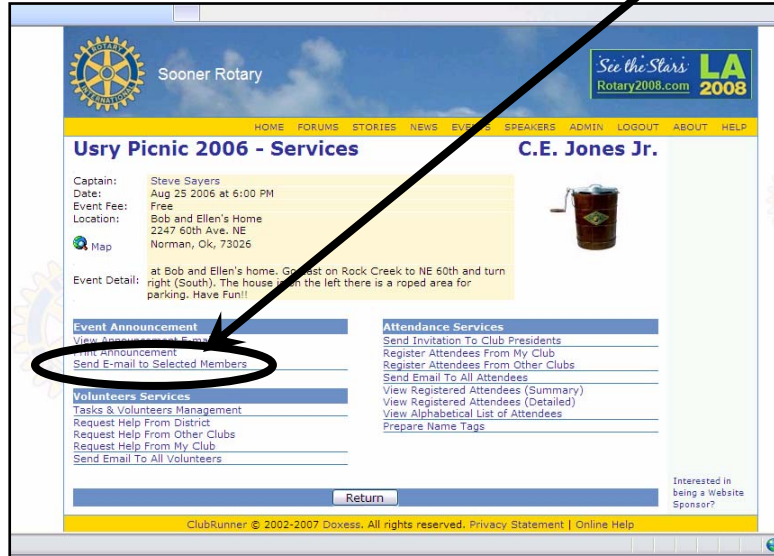
1. Log into the website.
2. On the left, under Website Manager, click on Edit Events



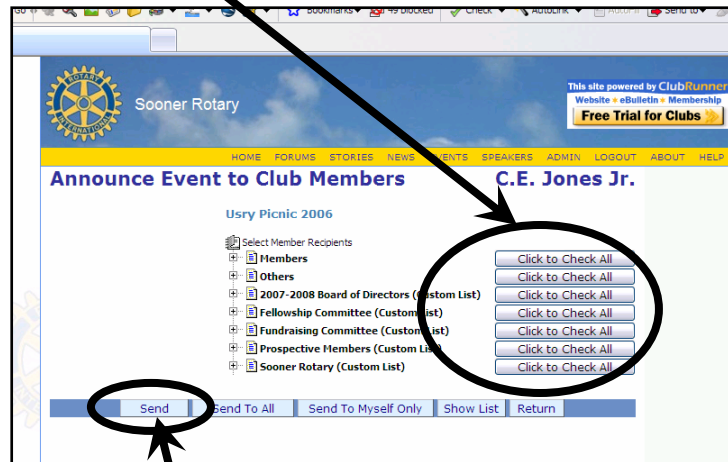
3. To the right of the event, click on Services



4. On the left, under Event Announcement, click Send E-Mail to Selected Members



5. Click on the distribution list you wish to use



6. Click the Save button at the bottom of the page.
7. Wait until you see this screen.
8. Once it appears, click the Return Button to return to the Admin page

