

WHERE CAN YOU SEND EMAIL FROM?

SchedulesPlus provides the capability to send email from many displays in the system.

You can send an email to a single person while in their PEOPLE record.

If the person has two addresses listed as is shown here, the message will go to BOTH addresses

**EDIT** **MERGE** **COPY** **EMAIL** **TEXT** **ADD**

**Name:** Mark Pelletier  
**ADMIN--MANAGER (Driver)**

Mailing Name: Mark Pelletier  
Salutation: Mark  
Primary Address: 15383 W Cheery Lynn Rd , Goodyear, AZ 85395-8513  
eMail: mspsm@icloud.com  
eMail2: diego689@cox.net

You can send to all members of a GROUP by selecting their check box in the yellow Email column, then clicking their EMAIL button

Account Home People **Groups** Resources Calendar Financials Reporting POS Rides More..

CREATE NEW GROUP EXPORT GROUP LEADERS EMAIL GROUP LEADERS

Short Name	Long Name	Status	# in Group	# with Email	EMAIL	MSG
BOARD	Board of Directors	Active	8	8	<input type="checkbox"/>	<input type="checkbox"/>
TESTING	Identifies PEOPLE created ONLY for testing purpose	Active	4	4	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE	Office Volunteers	Active	77	77	<input type="checkbox"/>	<input type="checkbox"/>
SPTEAM	Schedules Plus implementation team	Active	13	13	<input type="checkbox"/>	<input type="checkbox"/>

If you are displaying a listing – such the Drivers file here – there will be an EMAIL button to press to send to the entire list.

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Assign by Driver Assign by Vehicle Rides List by Driver **Drivers** Log Payments Reports Setup

All Drivers Days Off

-- Use Filters to see STATS for your drivers in the range selected --

Driver:   
Filter to these Drivers

Category:   
Filter to these Categories

ADD NEW DRIVER

EXPORT EMAIL

NOTE: Driver Module logon url: <https://schedulesplus.com/karebears/driver> (if DRIVER MC)

DRIVER INFO								AVAILABILITY				END DATES				
Driver Name	Status	eMail?	Limited Types	Limited ByPerson	AutoLog VolHrs	Added	Delete?	M	T	W	R	F	Notes	DL Ends	DL#	Ins Ends
1 Aalto, Martin	Active	Yes				4/17/24	X							1/12/28		5/22/24
2 Anderson, Millard	Active	Yes				4/17/24	X	*	*	*	*	*		7/02/26		6/24/24

### CONFIRMING THE "SEND TO:" LIST

The system will present a list of all addresses to be sent.

You can remove any addressees by unchecking next to their name.

*NOTE: A shortened list is shown in this example*

Click PROCEED

**Select Email Recipients**  
"Group(s): SPTEAM(Schedules Plus implementation team) "

After sending your email, visit [ACCOUNT-MAIL LOG](#) to see status of mail sent.  
Emails may be listed more than 1 time here, but when mail is sent, duplicates are removed.

--OR--

Toggle CHECKBOX for NOMAIL     Toggle CHECKBOX for UNSUBSCRIBED

	All?	Name	eMail
1	<input checked="" type="checkbox"/>	Forbes-Robinson, Nicki	1945nfr@gmail.com
2	<input checked="" type="checkbox"/>	Lehman, Ann	annmlehman@gmail.com
3	<input checked="" type="checkbox"/>	Harvey, Barbara	barbara_daveharvey@yahoo.com
4	<input checked="" type="checkbox"/>	Laxer, Cary	cary.laxer@gmail.com

### ATTACHING FILE(S) AND COMPOSING THE EMAIL MESSAGE

**In step 1** on this Compose panel, you can add a file (one or many). Begin by clicking the "Chose File" button to find the file on your local device. Once chosen, the name will appear next to the button. You then **MUST** click the LOAD FILE button to actually load the file to the SchedulesPlus server. It will then appear in blue as "File attached". Repeat for any other files. Note the file types allowed and overall size limit.

***You MUST add the file(s) BEFORE proceeding to the Subject Line or the text of the message. If you try to return to adding file(s) you will lose the Subject line and any entered text.***

**CLOSE** \*\*\* SEND AN EMAIL \*\*\*  
"Group(s): BOARD(Board of Directors) "  
Number of unduplicated EMAILS pre-loaded to send: 9 TIP: Grab lower right corner of input  
(Mail speed: 30 sent)

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**Step 1 ---- Add Attachments (if any)**  
*If you are attaching a file, you need to do so prior to entering any additional info in steps 2 and 3.*

Filename:  
 No file chosen  
  
File attached-- Computer Use Guidelines.docx

**How to attach a file:**  
**(1) CHOOSE FILE, (2) OPEN..from your files, (3) LOAD FILE**  
Files ready to send show in BLUE with a REMOVE FILE button  
**20MB MAX FOR ALL ATTACHMENTS**  
Filetypes supported: .csv .pdf .txt .jpg .png .gif .mp4 word/excel docs)  
**Please send to large groups at end of business day/week.**

**You have used 0.03 MB of your 20MB Max for all attachments**  
(Email servers 'expand' attachments when sending. Each file will be 1.37x the size you see in file folders.)

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**Step 2 ---- Select Recipients**

**FROM:** PebbleCreek Kare Bears (karebears@schedulesplus.com)

**REPLY TO:** (If a recipient were to "REPLY" to your message, this is the email that receives it)

**SEND TO:** Recipients will only see their own email.  
If you want to add additional emails, add them to the end of the list, separated by a comma.

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**Step 3 ---- Enter the Subject and TEXT of the email**

**SUBJECT:** (Subject line for email)

**In step 2**, note that email addresses will ALL show in the "SEND TO box. The message will be sent from [karebears@schedulesplus.com](mailto:karebears@schedulesplus.com)

YOUR email address will be placed as the REPLY TO address.

The SEND TO list of addresses is built from the PERSON, GROUP or LIST where you made the request. You can delete addresses or add additional addresses – just make sure that each address is separated by a comma.

Enter a subject line for the message. (Required)

**In step 3**, use the WORD style composition tool to create your message body.

**HOWEVER, DO NOT CUT-AND-PASTE INTO THE MESSAGE BODY**

*Yes, this is a significant limitation, as we all often compose a large message separately and expect to paste it in. But tools like WORD, etc. have hidden control characters embedded which can cause problems to SchedulesPlus.*

*If your message is too long to fully type here, consider making it a document (Word, PDF) which you will attach, with a only a brief explanation. As the body of the message. .*

FTC regulations require the inclusion of a 'business address' and an 'unsubscribe' on every email.  
SchedulesPlus will automatically add the following at the bottom of this email.  
This message was sent by PebbleCreek Kare Bears 15383 W Cheery Lynn Rd Goodyear AZ 85395. (623) 536-1200 karebears@karebears.org  
To unsubscribe from future emails, click the UNSUBSCRIBE button

**Step 4 ---- Choose when to SEND email**

To send it now, click CONTINUE TO FINAL REVIEW.

-- OR --

To send it at a scheduled time, choose that date & time, then CONTINUE TO FINAL REVIEW.

Date Time

Continue to Final Review

**Step 4** - If desired, specify a later date/time for the message to actually be sent.

Click PROCEED TO FINAL REVIEW

This is where you will (finally) send the message.

It will indicate SEND NOW, or the later date/time that was specified.

**Review your Selection**

You have selected 9 recipients for your email and have chosen to **SEND NOW**.

Do you want to proceed?

Yes No, Cancel

**NOTE THAT ALL MESSAGES ARE LOGGED BY SCHEDULEPLUS**

All email messages are recorded: Date/Time sent, Author (Reply-to), Sent to addresses, Subject line –and body and are available to view, but only by certain *SchedulesPlus senior managers*.

**Also Note: although your message may be sent to multiple addresses, each recipient will ONLY see their address as being "SENT TO". They will NOT SEE who else was sent the message!**

