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VISAV Help Centre > End-user (Member) tools > Scheme Coordinator

Scheme Emails

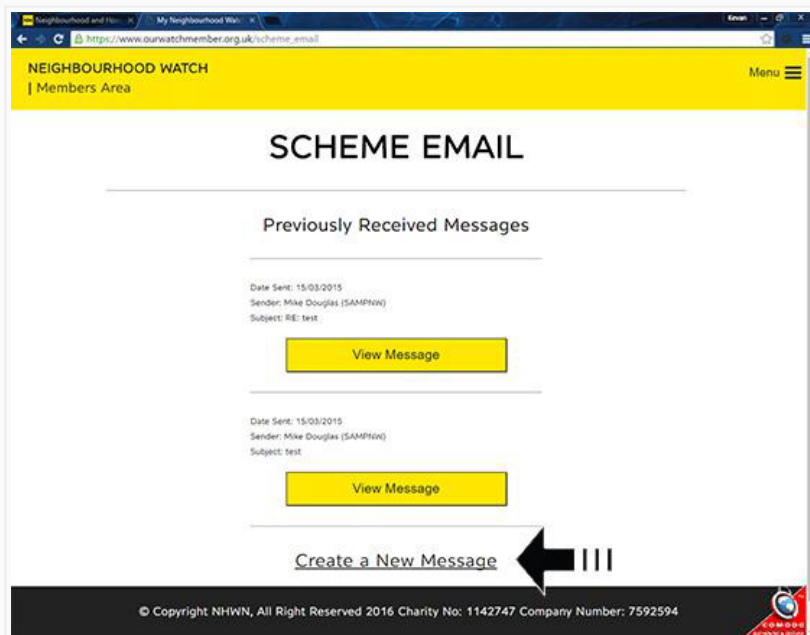
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SEND WELCOME MESSAGE TO NEW MEMBER

Preceded by [scheme administration overview](#)

At the bottom of the '*Scheme Administration*' Screen

Click the '*Scheme email*' link



On this screen you presented with a list of recent received messages along with an option to create a new message.

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Clicking the '*Create a new message*' link brings up the 'Compose an email' screen which we will use to send a welcome message to the new member.

NEIGHBOURHOOD WATCH
| Members Area

SCHEME EMAIL

Compose an Email

Please complete the boxes below to create an e-mail to your selected scheme members.

Email Subject
Welcome to the Costock Avenue Scheme

Email Content
Good Afternoon Kevan,
Thank you for applying to become a member of the scheme, an application which I have pleasure in rubber-stamping.

You will find that we are a close-knit group and that we are all proactive in ensuring the safety of our little community.

I look forward to getting together with you to discuss what we do/how we operate - perhaps over a pint :-)

Send Email

Scheme members

Please select which members of your scheme you would like to send this e-mail to by ticking the box next to their

name: **Select All Members**

Create the email then scroll down the screen to select Kevan Goddard as the recipient.

NEIGHBOURHOOD WATCH
| Members Area

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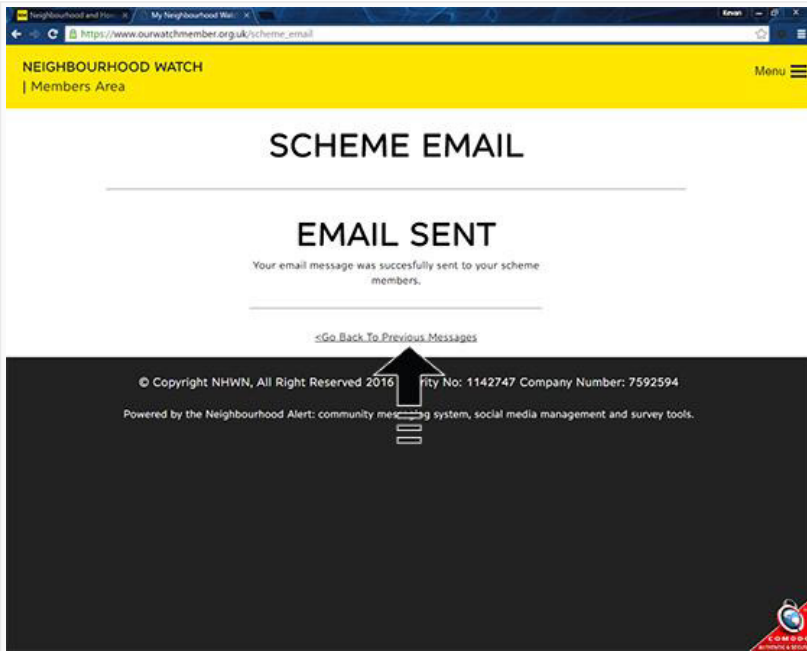
- Sam Smith
- Kevan Goddard
- Tom Brown

[Go Back To Previous Messages](#)

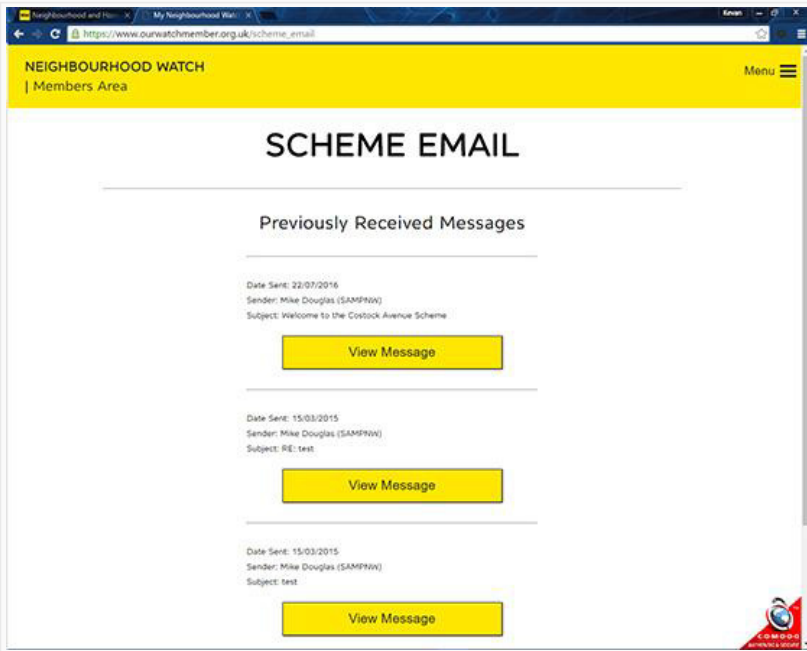
© Copyright NHWN, All Right Reserved 2016 Charity No: 1142747 Company Number: 7592594
Powered by the Neighbourhood Alert: community messaging system, social media management and survey tools.

Once you are satisfied (and have double checked everything!) click the '*Send Email*' button.

You will see a '*Mail sent*' confirmation screen.

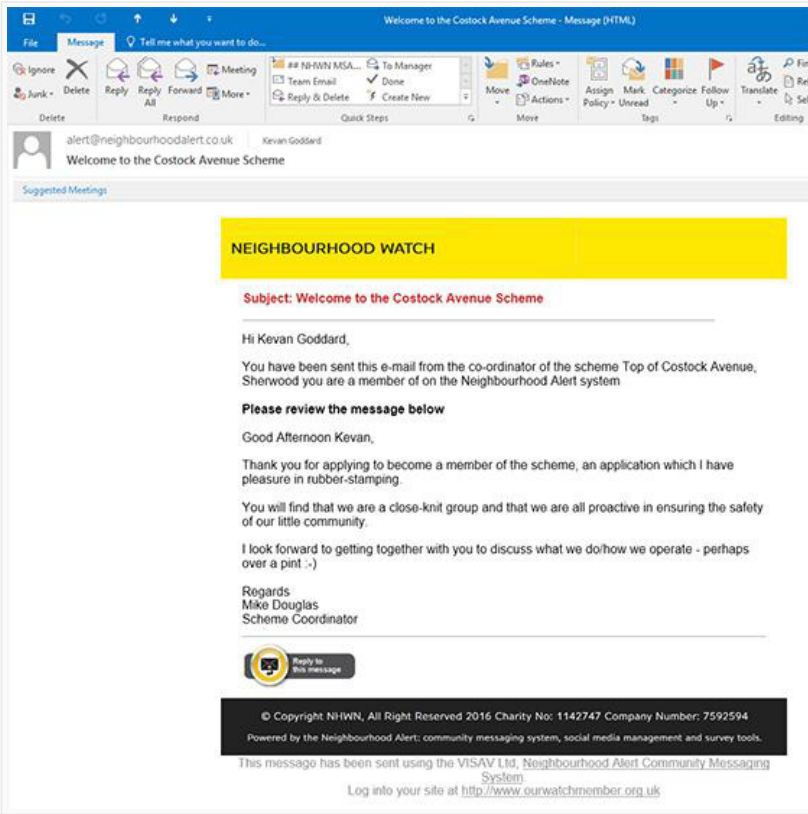


Clicking the '*< Go Back To Previous Message*' link returns you to the Scheme Email screen and shows the new message on top of your list of messages.



Use the Menu to return to the Scheme Admin Screen

Here is a copy of the email received by the new member.



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