




Communicating with your members.
Emails and messages.

Once you are logged in, click on “My Profile.”
(The first time you log in, it may ask you to establish some preferences.)



From your profile page, click on “Groups”.


Manage Profile


 Profile Home


You can change your password or edit your profile by clicking on "Edit Bio" below.

To change your Primary Group Chapter, click on the Groups link to the right of My Profile.

Information & Settings

 **Edit Bio**
Update your information and choose privacy settings for individual fields.

 Edit Bio

 **Preferences**
View and manage preferences and notification settings for your account.

My Profile

- Profile Home
- Manage Profile
- Groups**
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info
- Refer a Friend

Events

4/1/2017 » 7/23/2017

You will see a list of “My Groups.” These are all the groups you belong to.

Click on the group you would like to email or message. Only group admins can email or message the group.

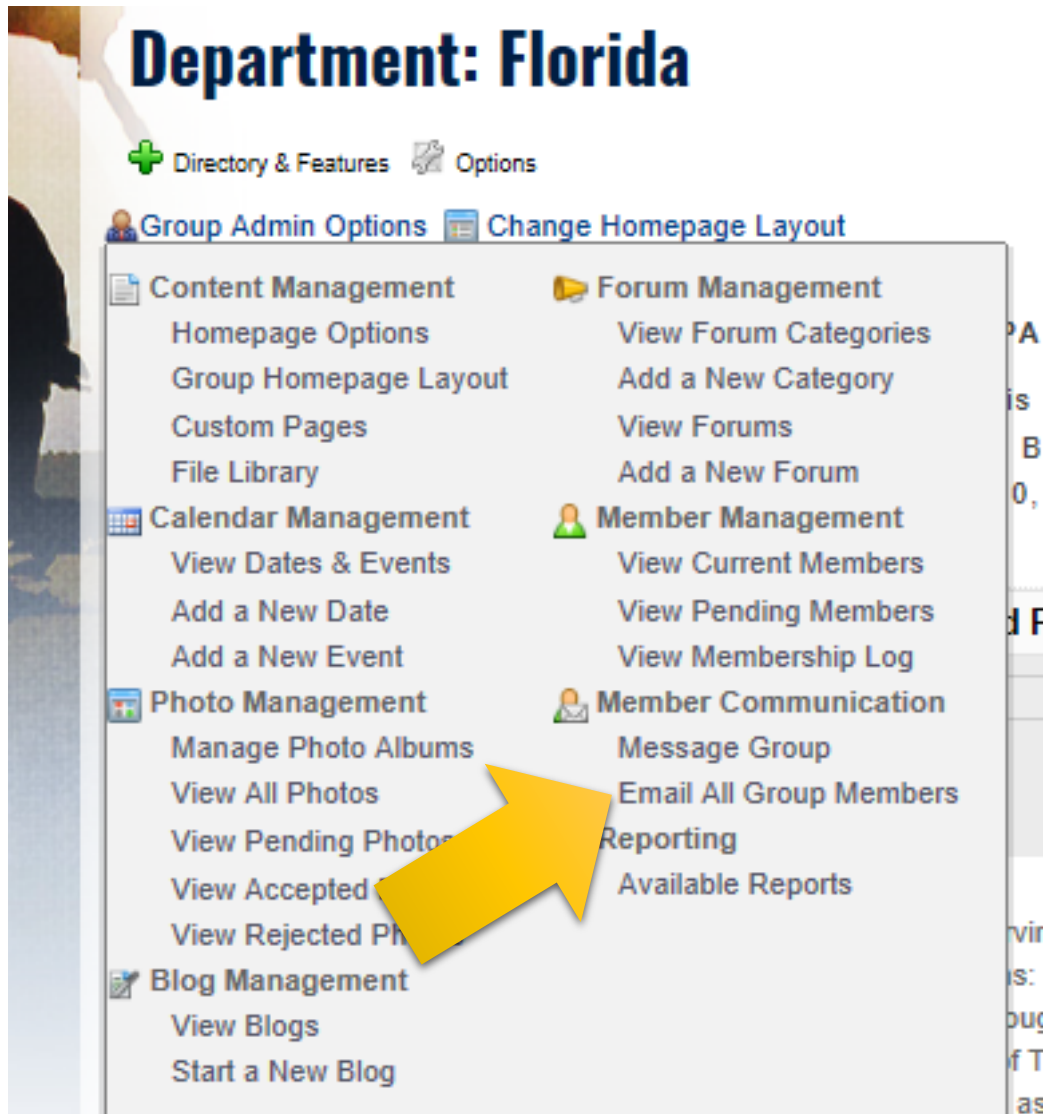
The screenshot displays a web interface with a dark blue navigation bar at the top containing the following menu items: MEMBERSHIP, LEGISLATION, LAW CENTER, PUBLICATIONS, EVENTS, and SUPPORT. Below the navigation bar, the main content area is titled "My Groups" in a large, bold, blue font. To the right of the main content, there is a sidebar with the heading "My" and a list of links: Profile, Manag, Group, Files &, Favori, Messa, Conne, Memb, and Refer. The main content area features a table with the following columns: Actions, Group Type, and Name. The table lists five groups, each with a green plus icon in the Actions column. A yellow arrow points to the "Department: Florida" group, which also has a yellow star icon in the Name column.

Actions	Group Type	Name
	Chapter: Florida - Spar	
	Department: Florida	
	National Committees:	Budget and Finance Committee
	National Committees:	Executive Committee
	Special Interest Groups:	Legislative "Red Cap" Grassroots

Click on "Group Admin Options."

The screenshot shows a website header with four main navigation tabs: MEMBERSHIP, LEGISLATION, LAW CENTER, and PUBLICATIONS. Below the header, the page title is "Department: Florida". A navigation menu contains several items: "Directory & Features" (with a green plus icon), "Options" (with a gear icon), "Group Admin Options" (with a person icon), and "Change Homepage Layout" (with a screen icon). A large yellow arrow points to the "Group Admin Options" link. To the right of the main content area, there is a sidebar with links for "Resour", "Group Di", "Calendar", "Blogs", "Forums", and "Photo Ga". The main content area features a "WELCOME TO THE DEPARTMENT OF FLORIDA HOMEPAGE!" section with a paragraph of text: "As noted in our calendar section, our Annual Convention is coming on the 13-15 April 2018! It will be held at the Hilton Palm Beach Airport. It is hosted by the Palm Beach County Chapter 20, MAJ Edward Manak, USA (Ret) President." Below this is a "Group Feed" section with a "[Show All Post-dated Posts]" link and a text input field labeled "Write something...".

Click on “Email All Group Members” or “Message Group.”



Email All Group Members

This will do just what it says – email all members in your group who have an email address on file that has not bounced. Limitations – this is a text only email. It does not give you the ability to add photos, hyperlinks, etc.

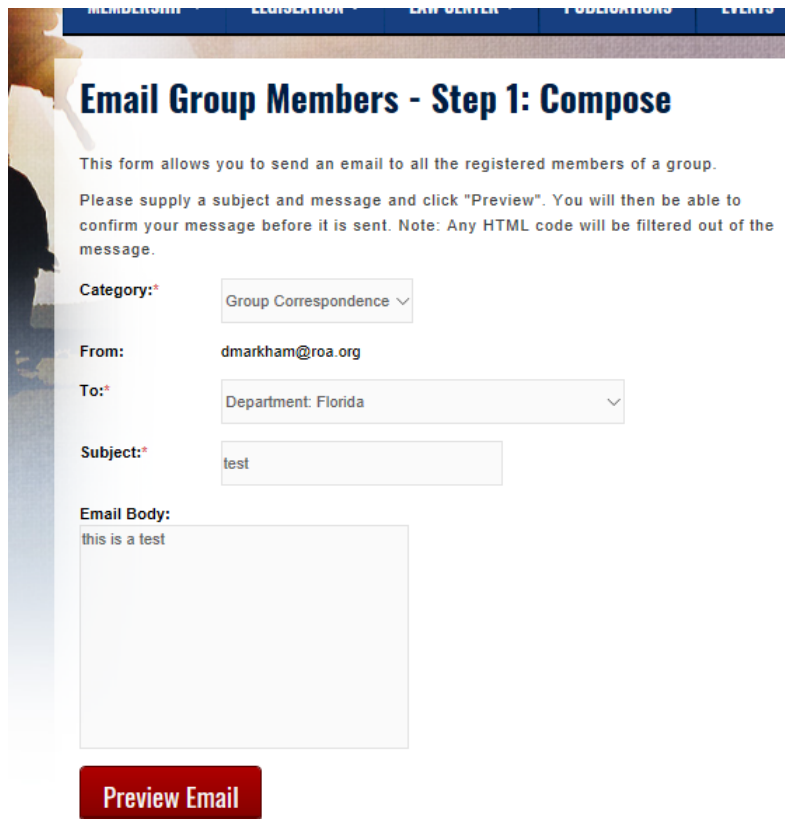
Message Group

This will send a message to all members in the group. The message is delivered to their inbox within their ROA profile. By default, ROA has set up everyone’s account so they receive an email if they receive a message. However, a member has the option to change that setting. Functionality – Messaging allows more formatting capabilities, to include adding hyperlinks, photos, formatting fonts, etc.

Email

Step 1:

1. Category: This will always be “Group Correspondence”
2. From: This will default to your email address.
3. Subject: You must have a subject. If not, it will give you an error message.
4. Email body: Type your message.



Email Group Members - Step 1: Compose

This form allows you to send an email to all the registered members of a group.

Please supply a subject and message and click "Preview". You will then be able to confirm your message before it is sent. Note: Any HTML code will be filtered out of the message.

Category: Group Correspondence

From: dmarkham@roa.org

To: Department: Florida

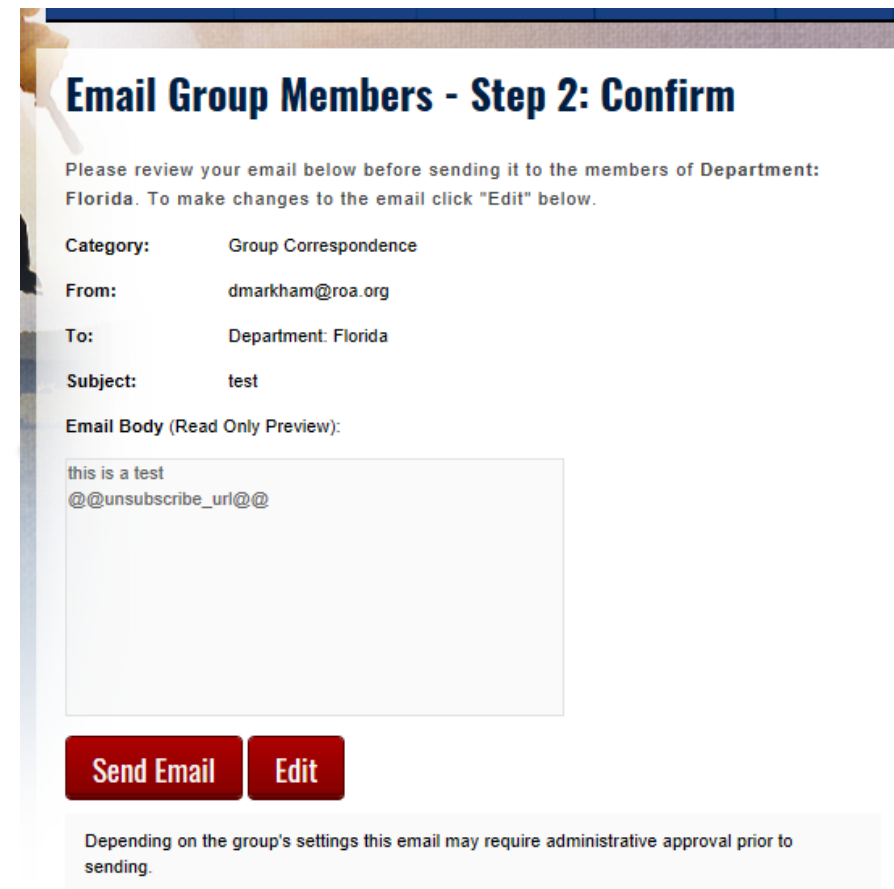
Subject: test

Email Body:
this is a test

[Preview Email](#)

Step 2:

1. Review your message to make sure it is correct.
2. Do not delete @@unsubscribe_url@. This provides an opt out opportunity for your members.
3. When satisfied with the message, click “Send Email.”



Email Group Members - Step 2: Confirm

Please review your email below before sending it to the members of Department: Florida. To make changes to the email click "Edit" below.

Category: Group Correspondence

From: dmarkham@roa.org

To: Department: Florida

Subject: test

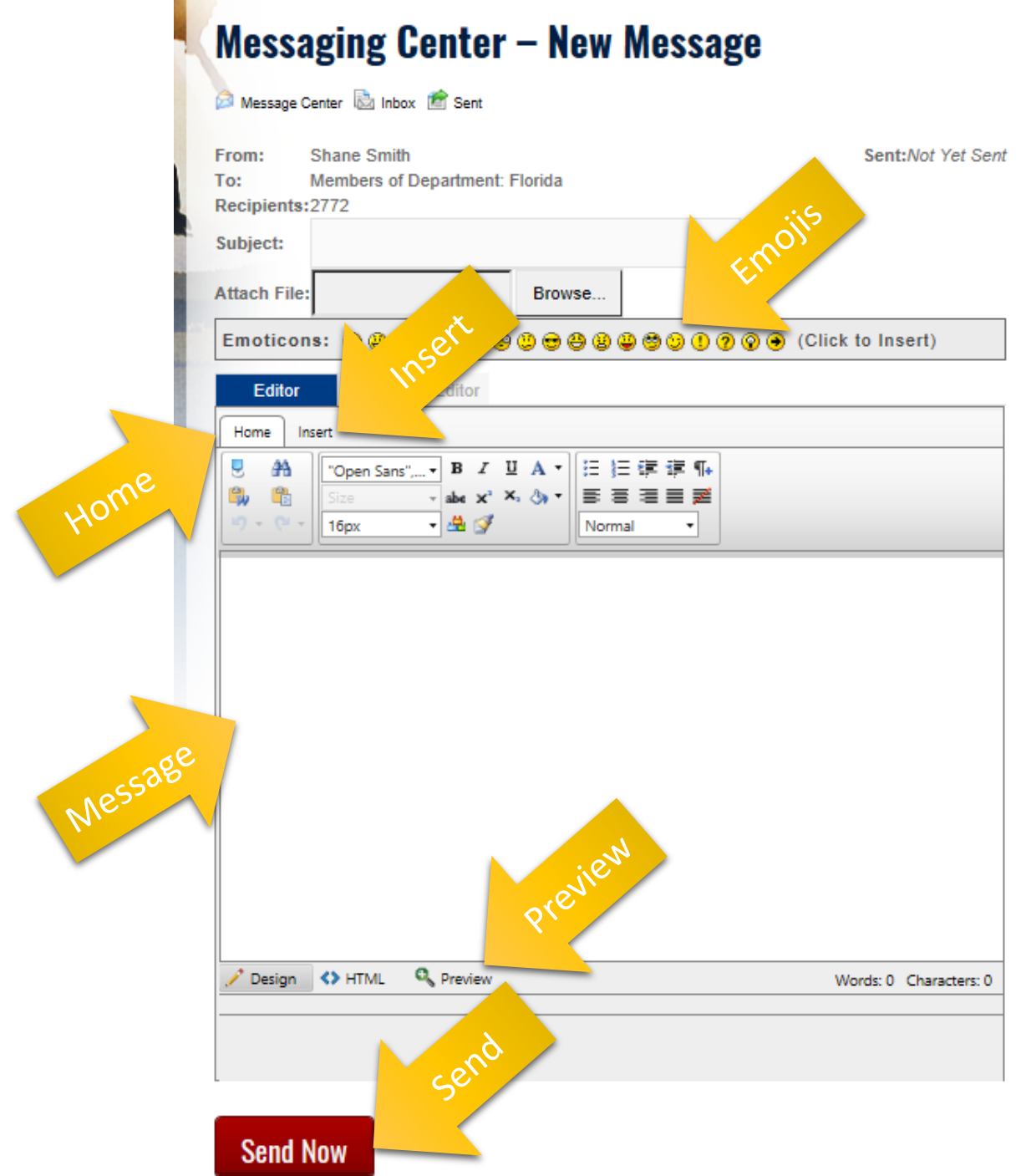
Email Body (Read Only Preview):
this is a test
@@unsubscribe_url@@

[Send Email](#) [Edit](#)

Depending on the group's settings this email may require administrative approval prior to sending.

Message

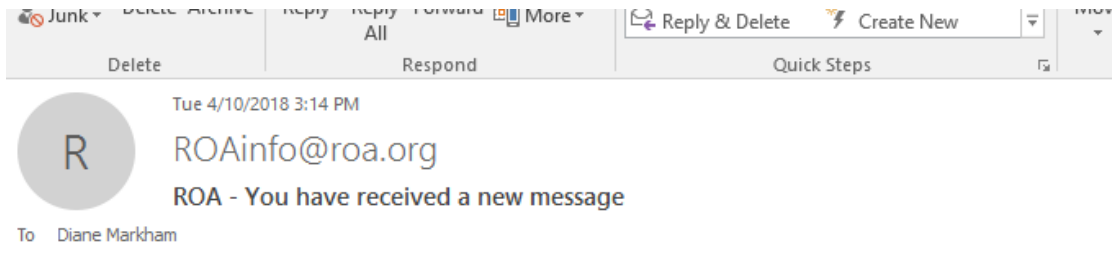
1. From: This will default to your name
2. To: This will show the group you are messaging.
3. Recipients: Shows exactly how many people it will be sent to.
4. Subject: Type your subject.
5. Type your message.
6. Use the “Home” and “Insert” table to format the message and add hyperlinks and photos. You can even add emojis. (Emoji’s will look like text while in edit mode. The recipient will see the emoji in their message.)
7. Use the “Preview” button to see how your message looks.
8. When you are satisfied with your message, click “Send Now.”



Message

The member will receive an email notifying them they have a message waiting for them on the ROA website.

Sample email notification.



You have a new message from Diane Markham waiting in your Message Center Inbox.

To view your messages, please sign in to the site:
<http://www.roa.org/messaging/view.asp?id=3183652&box=Inbox>

Thanks!

ROA Customer Service
roainfo@roa.org
(202) 646-7733

If you no longer wish to receive this type of notification, please sign in to the site and change your "My Preferences" settings within your profile.

This is an automated email sent from ROA. Please do not reply to this email. It has been sent from an email account that is not monitored. If you feel you have received this message in error, please feel free to [contact us](#).

Sample member profile notification on their website profile.

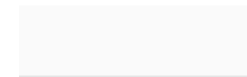


My Profile

- Profile Home
- Manage Profile
- Groups
- Files & Links
- Favorites
- Messages (NEW)
- Connections
- Membership Info (Renew)
- Refer a Friend



"Edit Bio" below.
to the right under



News & Views

View all Posts



Message

Sample of a member's message.

Message Center – View Message

Quick Jump To...

From: Bernard Jones **Sent:** 4 minutes ago
To: Members of Special Interest Groups: Demonstration Group **Expires:** 4/10/2019
Subject: BBQ Picnic

BBQ Picnic

Saturday, 2:00 pm
Community Ballpark

Bring your families for food, fun, and fireworks! We will also have games and prizes for the children.

RSVP to: 555-222-1234

[Click here for directions](#) to the Community Ballpark.

My Profile

- Profile Home
- Manage Profile
- Groups
- Files & Links
- Favorites
- Messages (NE)
- Connections
- Membership Info (0)
- Refer a Friend

News & Vic

[View all Posts](#)

Arlington Nation: the Promise ...
Listen to the hearing c
National Cemetery ca

Sample of a member's message center.

Message Center

Quick Jump To...

Use the links below to manage and organize your messages. Send messages to members, a connection or all of your connections.

[Create New Folder](#)

Message Center	Details	Options
Your Inbox	6 Messages Total, 1 Unread	
Sent Messages	9 Messages Total	

Message Options	Description
Message a Member	Search for a member and click "Message Member."
Message a Connection	Send a message to a member of your connection list.