

Messaging System

The messaging system allows members of the site the facility to send personal messages to each other. Every member will have their own private message menu within 'Their Area'. There is a tutorial for members under the help section of the main website which will give them more information if they require it. The private messaging system is an easy way to send messages both to individuals and to groups. For example a member of the Musicians group can easily send a message to every member of the group.

Within the Control Panel there is also the facility for Churches to send messages to individual members, groups or to everyone in the site. This can be done by going to Messages in the Control Panel and entering the subject and message in the form.

Click on Address Book to select the recipients of the message. To send a message to every member click on the 'To' next to ALL MEMBERS. To send a message to a group or member, click on the 'To' next to the group name or members name.

Address Book

To send a message to every member, click next to 'ALL MEMBERS'. To send a message to individual users or group, select the 'To' next to their name.

To	ALL MEMBERS
To	Group
To	Coffee Morning Club
To	Cell Leader's Group
To	18 - 30's Cell
To	Username
To	Kyle Cottin...

When the message has been written press the 'Send Message' at the bottom of the page.

Send a Private Message

To send a private message to users, press the 'Address Book'. If you wish to send a message to every member, press 'All Members' in the address book.

Send Message

To :

Subject :

Message :

Hi Church,

This is a reminder that this Thursdays meeting is not to be missed!

As well as a powerful time of prayer, we will be having feedback from the Addlets trips to India including a multimedia presentation.

Have a God week

Pastor John