



BarAlliance

Mass Communication

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LISTS

The Lists section allows mass email lists to be created.

Add List

To add a list, click on the **Add List** header.



Fig. mc1

A dialog window will appear. Enter the name of the new list. For example, enter the name 'Demo' in the dialog window as shown below. Any emails to this new list will come from Demo@lists.baralliance.com. Click the **OK** button.

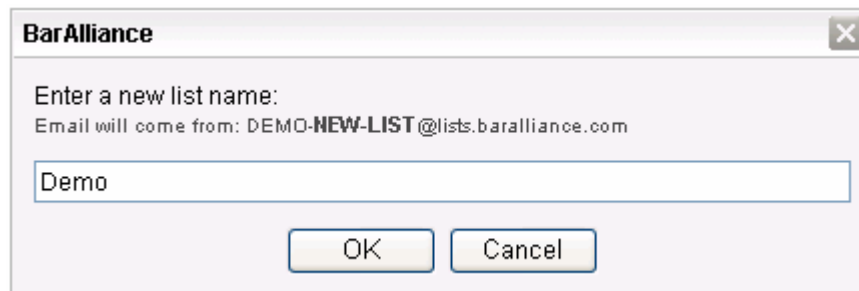


Fig. mc2

The list will now appear on the left side of the screen. The right side of the screen will display the category and members of the list.

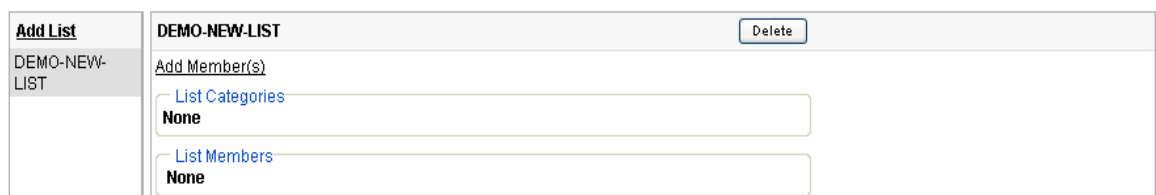
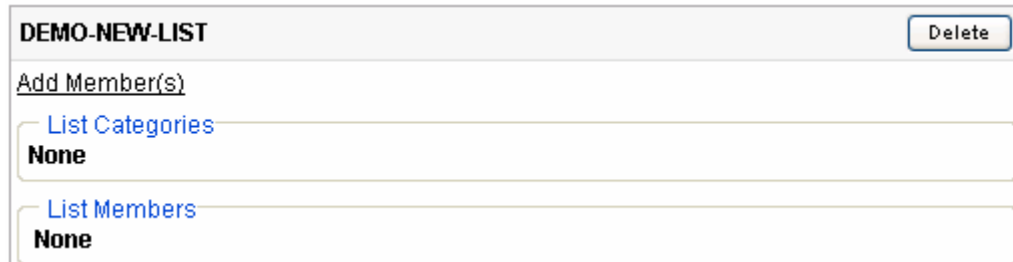


Fig. mc3

Add Member(s)

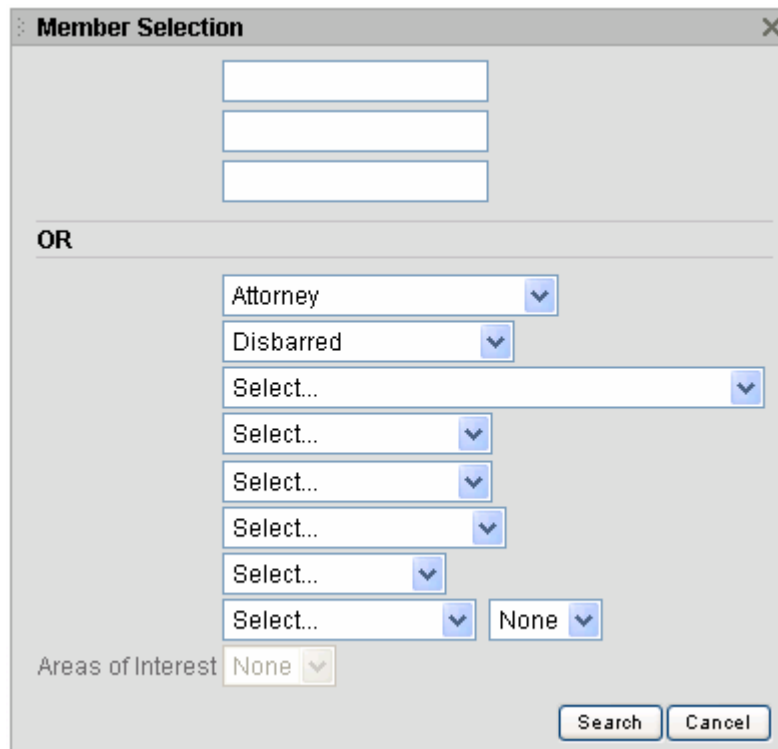
To add members or recipients to a list, click on the **Add Member(s)** header.



The screenshot shows a window titled "DEMO-NEW-LIST" with a "Delete" button in the top right corner. Below the title bar, there is a section labeled "Add Member(s)". Under this section, there are two input fields. The first is labeled "List Categories" and contains the text "None". The second is labeled "List Members" and also contains the text "None".

Fig mc4

A dialog window will appear. Members can be searched individually by **Member ID**, **First Name** or **Last Name** in the top section or by type, status or location in the bottom section. For example, in the bottom section, select 'Attorney' and 'Disbarred' and click the **Search** button as shown below.



The screenshot shows a dialog window titled "Member Selection" with a close button (X) in the top right corner. The window is divided into two sections by a horizontal line. The top section contains three empty text input fields. Below the line, the word "OR" is displayed. The bottom section contains several dropdown menus. The first dropdown is set to "Attorney", the second to "Disbarred", and the third to "Select..". Below these are four more "Select.." dropdowns. The last dropdown is set to "None". At the bottom left, there is a label "Areas of Interest" followed by a "None" dropdown. At the bottom right, there are "Search" and "Cancel" buttons.

Fig. mc5

A dialog window will be displayed listing all members matching the search criteria. From here, members can be selected individually by checking the box next to their name, or all can be selected by checking the **Select All** box. Once all selections have been made, click the **Add** button.

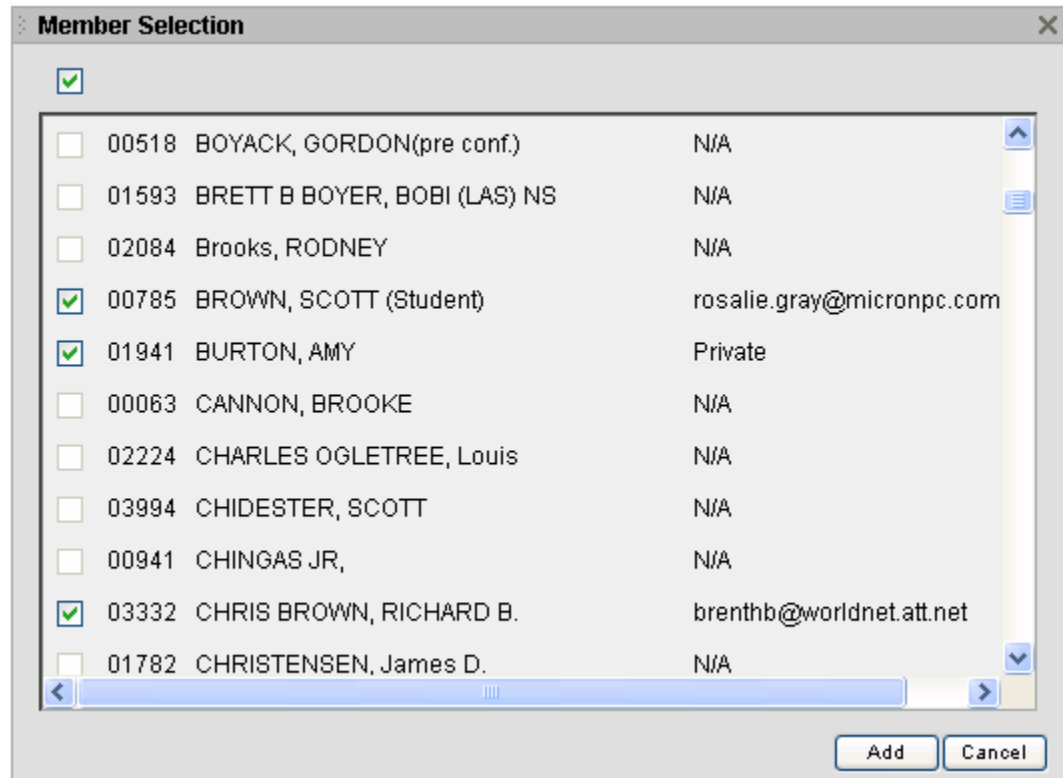


Fig. mc6

Note: Members without an email address will display 'N/A' on the right side of the list and the checkbox for that member will be disabled. If the members email address is not public, 'Private' will be displayed.

A dialog window will be displayed presenting the choice of auto-updating for members belonging to the search categories. Click **Yes** to accept or **No** to decline.

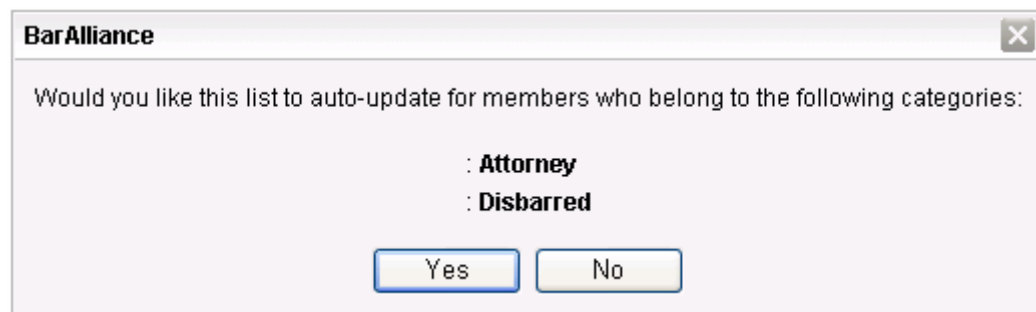


Fig. mc7

The categories will be displayed in the **List Categories** section and the recipients will be displayed in the **List Members** section as shown below. **FORUM ONLY??** The displayed list can be sorted by clicking on the header to sort by. For example, to sort the list by name, click on the **Name** header. The list will then be displayed in alphabetical order by last name.

The screenshot shows a web interface for managing a list. On the left is a sidebar with 'Add List' and 'DEMO-NEW-LIST'. The main content area is titled 'DEMO-NEW-LIST' and includes a 'Delete' button. Below this is an 'Add Member(s)' section with a 'List Categories' dropdown set to 'None'. The 'List Members' section contains a table with columns for 'Name', 'Email', and 'Forum Only'. The table lists four members: BRANDI BAKER, DAVID STEVEN ANGERBAUER, MICHELLE KELLER, and TERRI ZELLER. At the bottom of the table is a 'Remove' button and a pagination control showing '<< < 1 > >>' and a dropdown menu set to '10'.

<input type="checkbox"/>	Name	Email	Forum Only
<input type="checkbox"/>	BRANDI BAKER	jdmilliner@ci.south-jordan.ut.us	
<input type="checkbox"/>	DAVID STEVEN ANGERBAUER	rlm@us.army.mil	
<input type="checkbox"/>	MICHELLE KELLER	vstejskal@dorseylaw.com	
<input type="checkbox"/>	TERRI ZELLER	jlb@deseretpower.com	

Fig. mc8

Delete Member(s)

To delete a list, select the list from the left side of the screen. The criteria for the list will be displayed on the right side of the screen as shown above. Click the **Delete** button. The list will immediately be removed.

CAMPAIGN

The Campaign section allows promotional emails to be created and distributed to selected members.

New Campaign

Name	Date Sent	# Emails	Opened	Links Clicked	Opt-Outs
Campaign 1 [Preview]		0	0	0	0

Fig. mc9

Add New Campaign

To add a new campaign, click on the **New Campaign** header. A dialog window will appear. Enter the name of the new campaign. For example, enter the name 'Demo Campaign' in the dialog window as shown below. Click the **OK** button.

Fig. mc10

A form will be displayed to create the text of the campaign email as shown below. The form can be written, format and edited like any word processing document. When finished composing, click on the **Save** button.

<< Back To List

Email Report Members

Name:

From:

Subject:

Body:

Source | Cut | Copy | Paste | Undo | Redo | Bold | Italic | Underline | ABC | Bulleted List | Numbered List | Indent Left | Indent Right | Text Color | Background Color | Link | Unlink

Format | Font Arial | Size

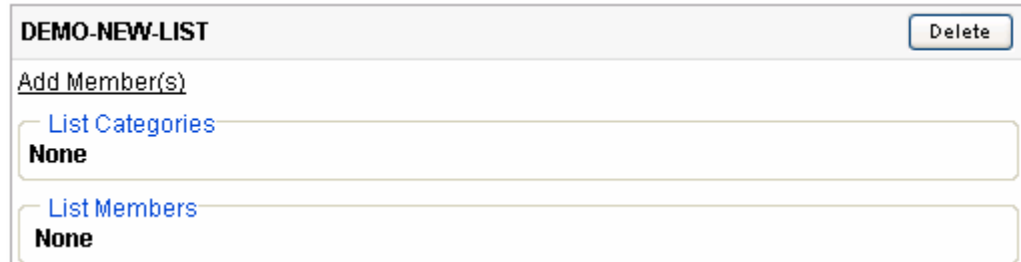
This is the text for the **demonstration campaign** email.

|

Fig. mc11

Add Member(s)

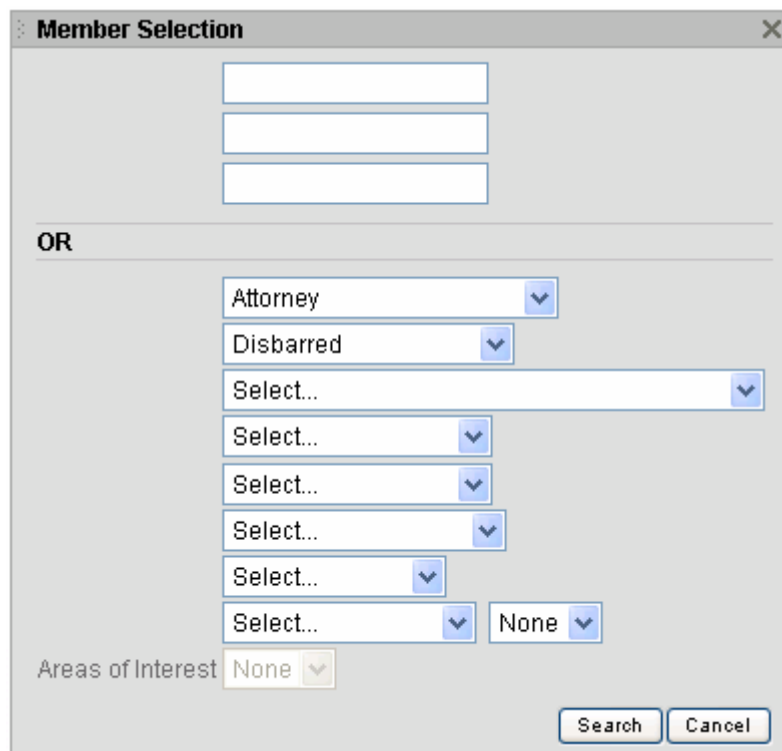
To add members or recipients to a list, click on the **Add Member(s)** header.



The screenshot shows a window titled "DEMO-NEW-LIST" with a "Delete" button in the top right corner. Below the title bar, there is a header "Add Member(s)". Underneath, there are two sections: "List Categories" with a dropdown menu currently set to "None", and "List Members" with a dropdown menu also set to "None".

Fig mc12

A dialog window will appear. Members can be searched individually by **Member ID**, **First Name** or **Last Name** in the top section or by type, status or location in the bottom section. For example, in the bottom section, select 'Attorney' and 'Disbarred' and click the **Search** button as shown below.



The screenshot shows a dialog window titled "Member Selection" with a close button (X) in the top right corner. The window is divided into two sections by a horizontal line. The top section contains three empty text input fields. Below the line, the word "OR" is displayed. The bottom section contains several dropdown menus: "Attorney", "Disbarred", "Select..", "Select..", "Select..", "Select..", "Select..", "Select..", and "None". At the bottom left, there is a label "Areas of Interest" followed by a dropdown menu set to "None". At the bottom right, there are two buttons: "Search" and "Cancel".

Fig. mc13

A dialog window will be displayed listing all members matching the search criteria. From here, members can be selected individually by checking the box next to their name, or all can be selected by checking the **Select All** box. Once all selections have been made, click the **Add** button.

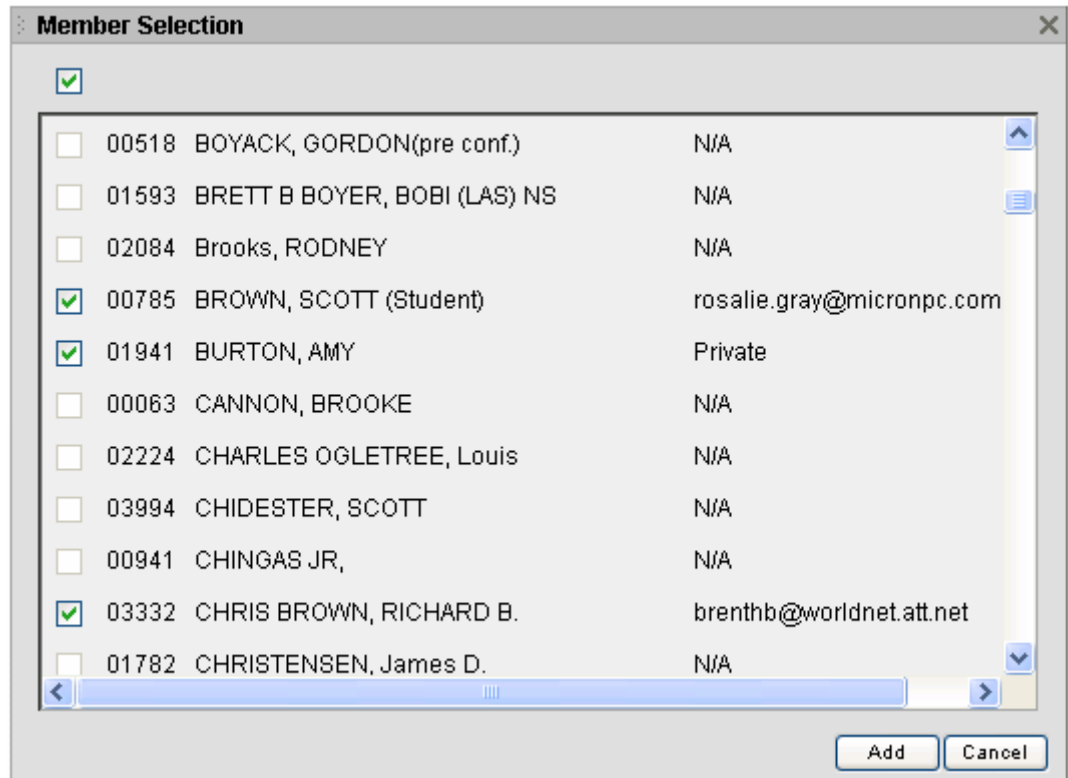


Fig. mc14

Note: Members without an email address will display 'N/A' on the right side of the list and the checkbox for that member will be disabled. If the members email address is not public, 'Private' will be displayed.

To save the returned members as recipients, click the **Save** button.

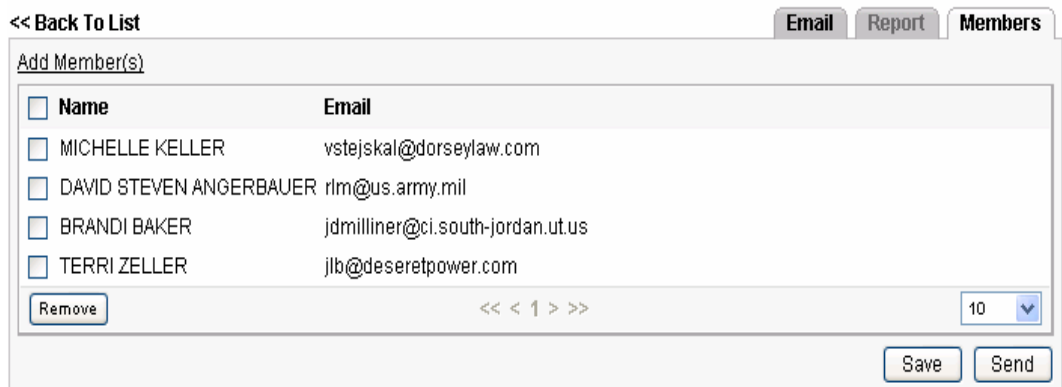


Fig. mc15

The new campaign will be displayed in the list as shown below.

New Campaign

Name	Date Sent	# Emails	Opened	Links Clicked	Opt-Outs	
Campaign 1	[Preview]	0	0	0	0	<input type="button" value="Remove"/>
Demonstration Campaign	[Preview] <input type="button" value="Send Now"/>	4	0	0	0	<input type="button" value="Remove"/>

Fig. mc16

Delete Member(s)

To delete a member from the recipient list, click on the campaign, then click on the **Members** tab. Check the box next that members name and click the **Remove** button. To delete all members, check the box labeled **Select All** and click the **Remove** button.

Send Campaign

To send the campaign, click the **Send Now** button. The number of recipients is displayed in the **#Email** column. The number of email read is displayed in the **Opened** column. If there are links in the campaign email and they are clicked, the number of links followed will be displayed in the **Links Clicked** column. If a member decides to unsubscribe to the campaign, the number will be displayed in the **Opt-Out** column.

New Campaign

Name	Date Sent	# Emails	Opened	Links Clicked	Opt-Outs	
Campaign 1	[Preview]	0	0	0	0	<input type="button" value="Remove"/>
Demonstration Campaign	[Preview] <input type="button" value="Send Now"/>	4	0	0	0	<input type="button" value="Remove"/>

Fig. mc17

Delete Campaign

To delete a campaign, click the Remove button next to that campaign. A dialog window will appear to confirm the deletion. Click the **Yes** button to delete the campaign or click the **No** button to cancel the deletion.



Fig. mc18

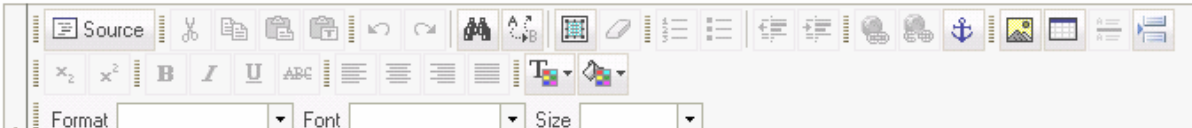
ADMINISTRATION

The Administration section allows the establishment of messages included in each email, email address prefix and suffix, the from email address and whether or not private email addresses will be shown.

Lists

Bar message included in each email:

Source



Format Font Size

Some Message
About stuff

From email prefix: ex: PREFIXLIST-NAME@lists.baralliance.com

From email suffix: ex: LIST-NAMESUFFIX@lists.baralliance.com

From email domain: lists.baralliance.com

Quiet Add/Remove: Notify members when they are added/removed from lists.

Campaign

Default from email:

Both

Show private emails:

Each email includes the following required auto-unsubscribe:
(Note: this does not exclude a member from the forum)

email: info@baralliance.com voice: (801) 531-9077 web: <http://www.baralliance.com>

This email was sent by BarAlliance.
To unsubscribe from future announcements, [click here](#).

Fig. mc19

Lists

The Lists section allows a specified message to be composed, formatted and edited that will be included in each email message, a prefix/suffix added to the 'From' email address and designation of whether members are notified or not if they are added or removed from a list.

The screenshot shows a web interface for configuring a list's bar message. At the top, the word "Lists" is displayed in blue. Below it, the heading "Bar message included in each email:" is followed by a rich text editor. The editor's toolbar includes icons for source code, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, and print. Below the toolbar are dropdown menus for "Format", "Font", and "Size". The main text area of the editor contains the text "Some Message" in bold, followed by "About stuff" in italics. Below the editor, there are four configuration fields: "From email prefix:" with a text box containing "DEMO-" and an example "ex: PREFIXLIST-NAME@lists.baralliance.com"; "From email suffix:" with an empty text box and an example "ex: LIST-NAMESUFFIX@lists.baralliance.com"; "From email domain:" with a text box containing "lists.baralliance.com"; and "Quiet Add/Remove:" with a checked checkbox and the text "Notify members when they are added/removed from lists."

Fig. mc20

Bar Message

In the area displayed below the **Bar Message** can be created. The form can be written, formatted and edited like any word processing document.

This screenshot is identical to Fig. mc20, showing the same configuration interface for a list's bar message. It includes the "Lists" header, the "Bar message included in each email:" heading, the rich text editor with the text "Some Message" and "About stuff", and the configuration fields for email prefix, suffix, domain, and the "Quiet Add/Remove" checkbox.

Fig. mc21

Email Prefix/Suffix

A prefix or suffix can be added to the 'From' email address by entering it in the appropriate textbox. In the example shown below the prefix 'Demo-' will be added to any email sent out.

From email prefix: ex: PREFIXLIST-NAME@lists.baralliance.com
 From email suffix: ex: LIST-NAMESUFFIX@lists.baralliance.com

Fig. mc22

Quiet Add/Remove

To designate members not be notified when they are added or removed from a list, click the box labeled **Quiet Add/Remove** as shown below.

Quiet Add/Remove: Notify members when they are added/removed from lists.

Fig. mc23

Campaign

To designate the default email address that campaigns are sent from, enter it in the textbox as shown below.

Campaign
 Default from email:

Fig. mc24

Both (Lists and Campaigns)

To allow private email addresses to be displayed in both Lists and Campaign emails, check the box labeled **Show private emails**. Also displayed is the auto-unsubscribe message attached to each email.

Both
 Show private emails:
Each email includes the following required auto-unsubscribe:
 (Note: this does not exclude a member from the forum)

email: info@baralliance.com voice: (801) 531-9077 web: <http://www.baralliance.com>

This email was sent by BarAlliance.
 To unsubscribe from future announcements, [click here](#).

Fig. mc25