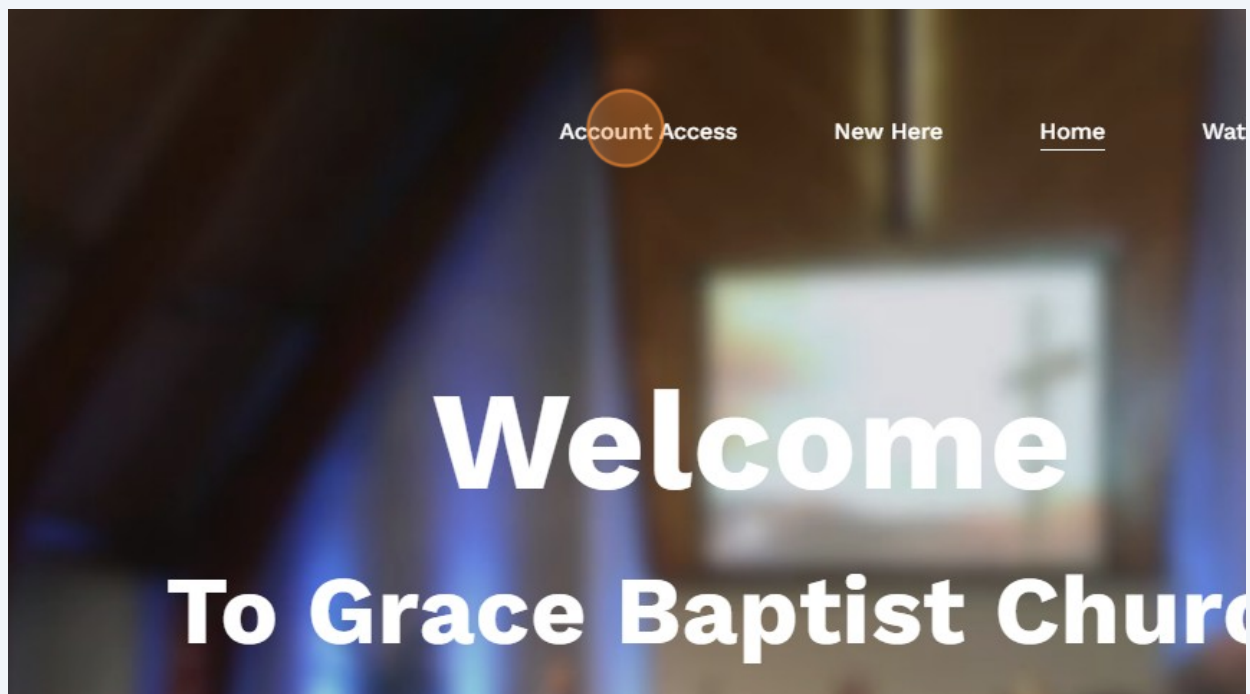


Send a Email to Team Using Simple Church Scribe[®] Account

1 Navigate to <https://www.gracebaptistgf.org/>

2 Click "Account Access"



3 Enter User Name and Password to Login

4 Click "Mass Contact"

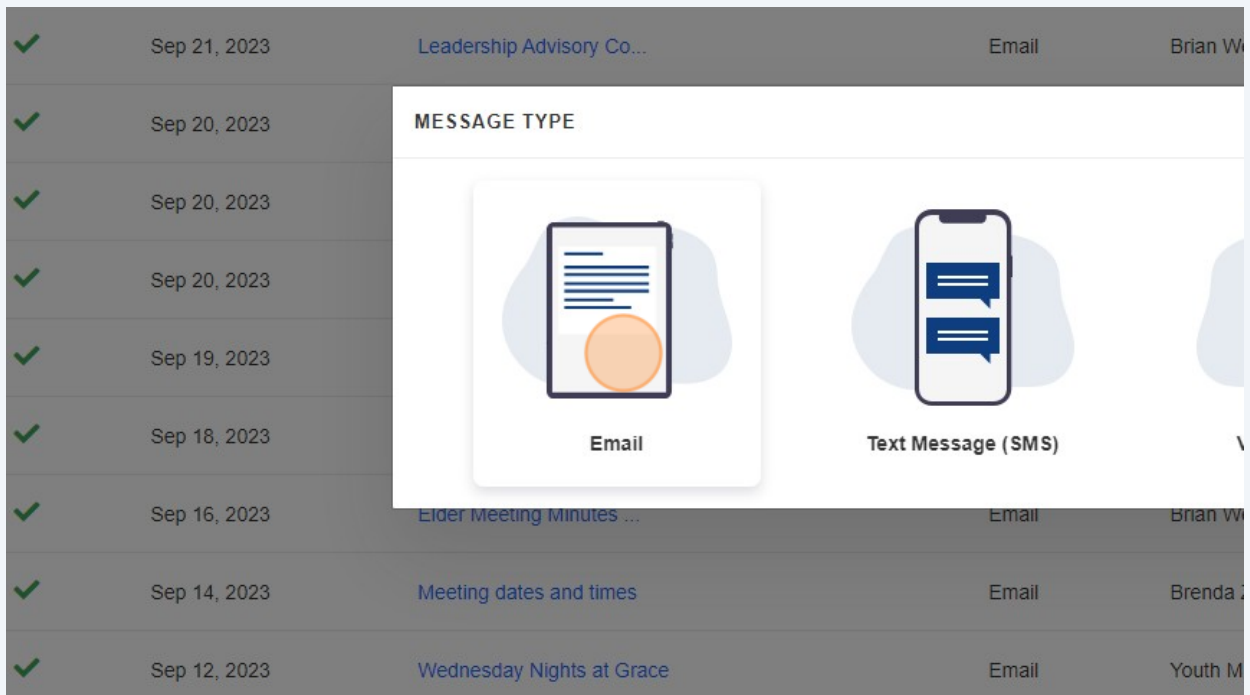
The screenshot shows the Grace Baptist Church website interface. On the left, a dark navigation menu is open, with the 'Mass Contact' option highlighted by a blue circle. The main content area is titled 'Individuals Search' and includes a search bar with the placeholder text 'Search names, phone numbers, emails, and ac'. The search bar is currently empty. The navigation menu includes the following items: Individuals, Groups, Mass Contact, Interactions, Giving, Attendance, Reports, and Calendar.

5 Click "New Message"

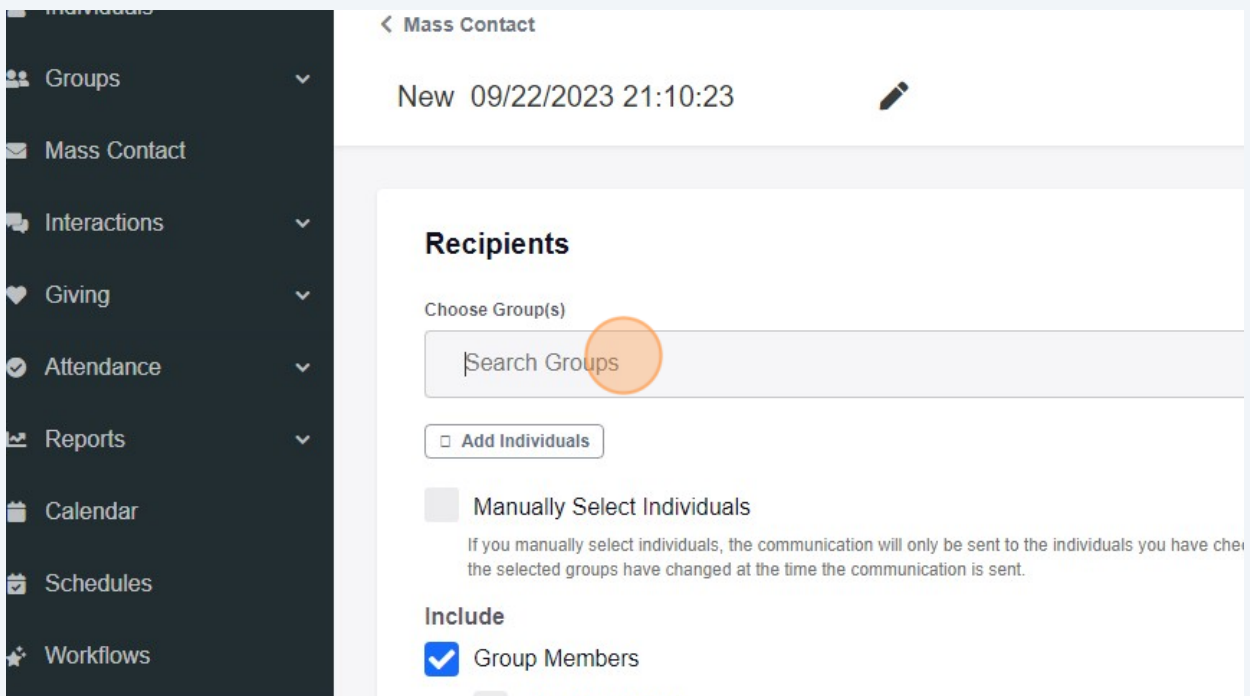
The screenshot shows an email management interface. At the top right, there is a blue button labeled 'New Message' with a plus icon, which is highlighted by a blue circle. Below the button is a table with the following data:

Sender	Recipients	Delivered	Bounces	Opened
Brian Weiss	20	20	-	17
Brian Weiss	45	44	-	36
Tom McNaughton	4	-	-	-
Brenda Zurich	12	12	-	10

6 Click this image.



7 Click the "Search Groups" field.



8 Start to type the name of your group and it will pop up.

9 Click "Your Group Name"

Groups

New 09/22/2023 21:10:23

Mass Contact

Interactions

Giving

Attendance

Reports

Calendar

Schedules

Workflows

Dashboard

Recipients

Choose Group(s)

Dea

Deacon/Deaconess

Manually Select Individuals

If you manually select individuals, the communication will only be sent to the individuals you have the selected groups have changed at the time the communication is sent.

Include

Group Members

Include Inactive

Parents Of Group Members

10 Click the "Subject" field.

Interactions

Giving

Attendance

Reports

Calendar

Schedules

Workflows

Dashboard

Forms

COLLAPSE

Message

From Email Address

todd@gracebaptistgf.org

Todd Singer

Subject

You can use the place holder @NAME and @FULLNAME to represent the person's

B *I* | | | | | Format | **A** | | Font | Size

11 Type what ever the subject is.

12 Type out your email

13 Click Send