

HOW TO - Chapter List - Chapter Email – Status Report from www.usna.com

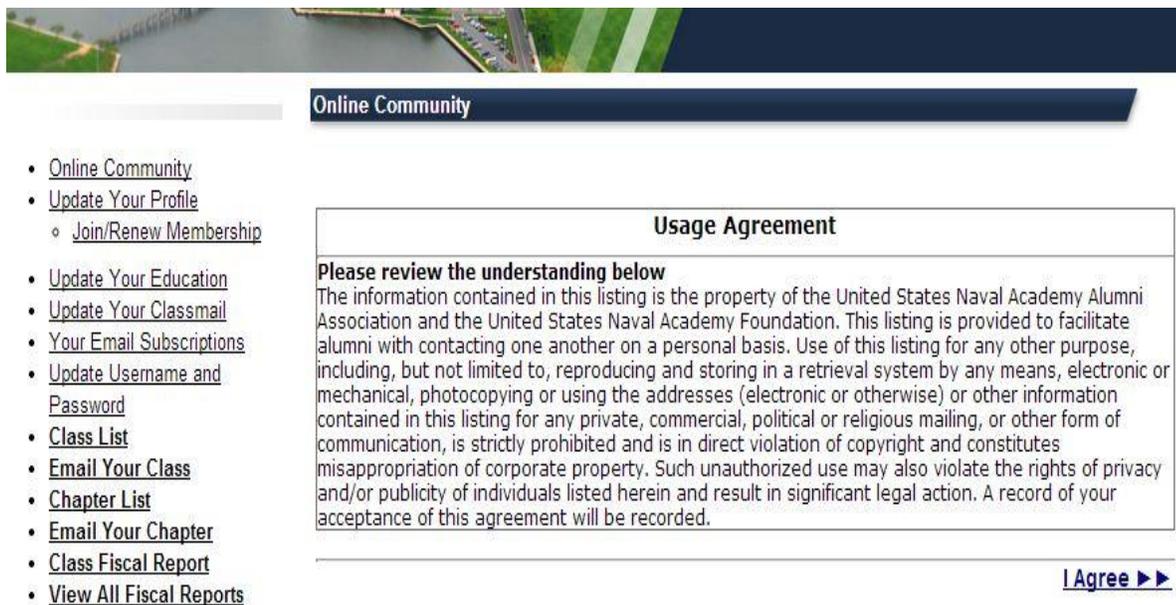
***Please note:** it is recommended that you use Internet Explorer, Chrome, or Firefox browser for creating and sending your class or chapter email. Other browsers are not supported by the email utility.

Log in to www.usna.com and navigate to the My Account page.

From the menu on the left click on **Chapter List**

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- **[Class List](#)**
- **[Email Your Class](#)**
- **[Chapter List](#)**
- **[Email Your Chapter](#)**
- **[Class Fiscal Report](#)**
- **[View All Fiscal Reports](#)**

A User Agreement will be displayed with terms that you must agree with to proceed.



The screenshot shows the 'Online Community' section of the website. On the left is a navigation menu with the following items: Online Community, Update Your Profile (with a sub-item Join/Renew Membership), Update Your Education, Update Your Classmail, Your Email Subscriptions, Update Username and Password, Class List, Email Your Class, Chapter List, Email Your Chapter, Class Fiscal Report, and View All Fiscal Reports. The 'Chapter List' item is highlighted in bold. On the right, a 'Usage Agreement' dialog box is open, containing the following text: 'Please review the understanding below. The information contained in this listing is the property of the United States Naval Academy Alumni Association and the United States Naval Academy Foundation. This listing is provided to facilitate alumni with contacting one another on a personal basis. Use of this listing for any other purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying or using the addresses (electronic or otherwise) or other information contained in this listing for any private, commercial, political or religious mailing, or other form of communication, is strictly prohibited and is in direct violation of copyright and constitutes misappropriation of corporate property. Such unauthorized use may also violate the rights of privacy and/or publicity of individuals listed herein and result in significant legal action. A record of your acceptance of this agreement will be recorded.' At the bottom right of the dialog box is a button labeled 'I Agree >>>'. The background of the website shows a scenic view of a waterfront area with a road and greenery.

Next you will be given options of how you want the Chapter member information listed,

Online Community

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- [Class List](#)
- [Email Your Class](#)
- [Chapter List](#)
- [Email Your Chapter](#)
- [Class Fiscal Report](#)
- [View All Fiscal Reports](#)
- [Class Fundraising Reports](#)
- [View All Fundraising Reports](#)
- [Regional Trustee Email](#)

Select Output Options

Include only the groups that have been checked:
 Alumni (Grads and NonGrads) Widows Remarrieds

| | | |
|---|---|--|
| <p>Biographical</p> <input checked="" type="checkbox"/> First Name <input type="checkbox"/> Middle Name <input checked="" type="checkbox"/> Last Name <input checked="" type="checkbox"/> Title <input type="checkbox"/> Suffix <input type="checkbox"/> Nickname <input type="checkbox"/> Maiden Name <input checked="" type="checkbox"/> Spouse Name <input type="checkbox"/> Constituency <input checked="" type="checkbox"/> Addressee <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> City <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Zip <input checked="" type="checkbox"/> Country <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Cell Phone <input type="checkbox"/> Date Addr. Last Changed <input checked="" type="checkbox"/> Class Year <input type="checkbox"/> Company <input type="checkbox"/> Alpha/Laundry Number <input type="checkbox"/> Gender <input type="checkbox"/> Birthdate <input type="checkbox"/> Deceased Date | <p>Business</p> <input type="checkbox"/> Organization Name <input type="checkbox"/> Address <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> ZIP <input type="checkbox"/> Country <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Position | <p>Other</p> <input type="checkbox"/> Date National Membership Expires <input type="checkbox"/> National Membership Category <input type="checkbox"/> National Lifetime Membership <input checked="" type="checkbox"/> Online Community User ID <input type="checkbox"/> Chapter Membership Activity Date <input type="checkbox"/> Date Chapter Membership Expires <input type="checkbox"/> Chapter Membership Type <input type="checkbox"/> Chapter Membership Dues <input type="checkbox"/> Chapter Questions/Answers <input type="checkbox"/> Chapter Nametag |
|---|---|--|

Select the output format: ▼

CSV: Comma Separated Values. Generic format can be imported into almost any program.
Table(Default): Sortable grid view displayed on screen to preview your results.
Excel: Microsoft Excel format.

[◀ Back](#)
[Get List ▶▶](#)

In order to have your list formatted to an excel spreadsheet you must click on the drop down box below your list options and select Excel 

Once output format is selected click "Get List" Your Chapter list download should begin shortly after clicking Get List.

Sending a Chapter email, from the My Account page click on Email Your Chapter

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- [Class List](#)
- [Email Your Class](#)
- [Chapter List](#)
- [Email Your Chapter](#)
- [Class Fiscal Report](#)
- [View All Fiscal Reports](#)

Click to agree to Usage Agreement



Online Community

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- [Chapter List](#)
- [Email Your Chapter](#)

Send email to Tampa Bay Chapter

Usage Agreement

Please review the understanding below

The information contained in this listing is the property of the United States Naval Academy Alumni Association and the United States Naval Academy Foundation. This listing is provided to facilitate alumni with contacting one another on a personal basis. Use of this listing for any other purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying or using the addresses (electronic or otherwise) or other information contained in this listing for any private, commercial, political or religious mailing, or other form of communication, is strictly prohibited and is in direct violation of copyright and constitutes misappropriation of corporate property. Such unauthorized use may also violate the rights of privacy and/or publicity of individuals listed herein and result in significant legal action. A record of your acceptance of this agreement will be recorded.

[◀◀ I do not agree with these terms](#) [I agree with these terms ▶▶](#)

Select the appropriate group for your email message.



Online Community

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- [Class List](#)
- [Email Your Class](#)
- [Chapter List](#)
- [Email Your Chapter](#)

Send email to

Select from the following options

Grads/NonGrads Only

All Members (includes Widows and Remarrieds)

[◀◀ back](#) [next ▶▶](#)

Click next. You will now see the page for creating your email.
Enter your subject and message. Tips for entering your message are below.



Online Community

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- [Chapter List](#)
- [Email Your Chapter](#)

Send email to Tampa Bay Chapter

From: Johnkamen@aol.com

Subject:

Message:

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

← → Formats **B** *I* [List Icons] [Image Icon]

[Send] [Preview] [Undo] [Redo] [Smiley]

p

Words: 0

Please be patient when you click the button as we are going to determine the number of emails to be sent.

[◀◀ back](#)

[next ▶▶](#)

Once you have completed the email form, click next. The next page will give you a chance to review the email before you send it; you will also be notified how many email addresses the message will go to.



Online Community

- [Online Community](#)
- [Update Your Profile](#)
 - [Join/Renew Membership](#)
- [Update Your Education](#)
- [Update Your Classmail](#)
- [Your Email Subscriptions](#)
- [Update Username and Password](#)
- [Chapter List](#)
- [Email Your Chapter](#)

Send email to Tampa Bay Chapter

From: Johnkamen@aol.com

Subject:

Body:

If the above email is correct, click on the below 'Send Email' button. 462 emails will be queued to be sent. Otherwise, use the BACK button to correct it and re-verify.

[◀◀ back](#)

[send email ▶▶](#)

Tips for entering your message

Pasting from Word

You can copy and paste your message from a Word document. The best way to do this is to use the following keyboard commands:

Copy →CTRL + c

Paste →CTRL + v

There are copy and paste options under the Insert menu on the message menu but CTRL + v works best for pasting your content from a Word document.

You may need to format your message if the original formatting didn't translate to the new message.

Attachments

Attachments are not supported but you have the option to insert a link where your email recipients can access additional information. This information would have to be posted somewhere online.

There are also many services such as Dropbox or Google docs where you can post items online.

Pictures/Images

You can insert images into your email. Place your cursor in the place in your message that you

would like your image to be placed. Click on the image icon  and enter the URL for your image, (the image must be posted online) description and dimensions (if desired). Click ok. The image is now inserted in the message.

Insert a link

Place your cursor in the place in your message where you would like your link to be placed. Click on Insert and then Insert link. Enter the URL, the text that will show in the message and the target (select new window if you want another window to open when your recipient clicks on the link; otherwise select none). Click Ok. The link is now inserted in the message.

Print or Preview Email message

Use these icons to print or preview your message: 

Formatting your Message

You can format your message using the icons shown above the message window. You can also click on Format for a drop-down menu of options. Some of your options are:

- Bullets
- Bold
- Italics
- Underline

NEW Volunteer Leader Email Status Report

We heard you!!

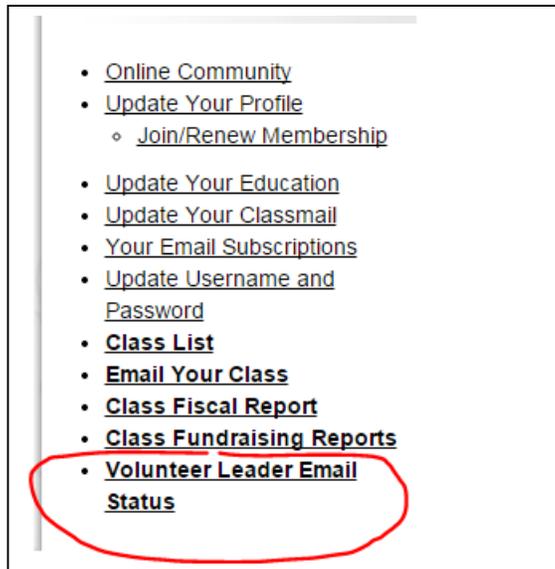
The USNA Alumni Association is giving you, our Volunteer Leaders, a new tool to help you monitor your communications.

The new Volunteer Leader Email Status Report will show you the 10 most recent emails that you sent to your Class or Chapter. It also shows you how many recipients the email was sent to and the status of the email. You can even click a link to view the email message again.

Here's how to navigate to the report:

- Login to www.usna.com
- Go to the My Account area
- In the menu on the left, find the new "Volunteer Leader Email Status" and
- The report will be displayed.

Note: If your email status is "Pending" it is a queue waiting to be sent. Please many emails are being sent out by same day that you are sending your take longer than normal for the show "Success."



link
click on it

most likely in
be patient. If
leadership the
email, it will
status to