How to Message Your Members through Anchor Link

Anchor Link allows you to send e-mails to your entire membership roster or subsets of your membership. These e-mails can sent via any mail platform, and can include links and attachments (they can even be HTML newsletters!). These emails can take up to one hour to send, so please plan accordingly.

1. Go to your organization’s home page and select **Manage Organization** in the right corner.
   a. Note: You must be in an officer role to manage your organization. This can be either “All Access” or “Limited Access” with Full access to the Roster.
2. Click the toolbar on the left, then select **Roster**.

3. Click **Messaging**.
4. Click **Create Relay**.

5. **Select the recipients for your message by clicking** **Edit**
   a. **Positions** – everyone holding the selected position
      i. **To send to all members, select “Member” here**
   b. **Members** – select the individual(s) to receive the message

6. **Enter a Title for the Message** (you can edit the subject of the email later)

7. **Click **Generate**
8. Click or copy the link to use as the email address. You can send the message via Google, Outlook, Email Creator, or any other email client. The link is only active for 24 hours.