

How to Create an Email

1. Click on the Communication Icon

orecard



Scheduler



Communication



Reports

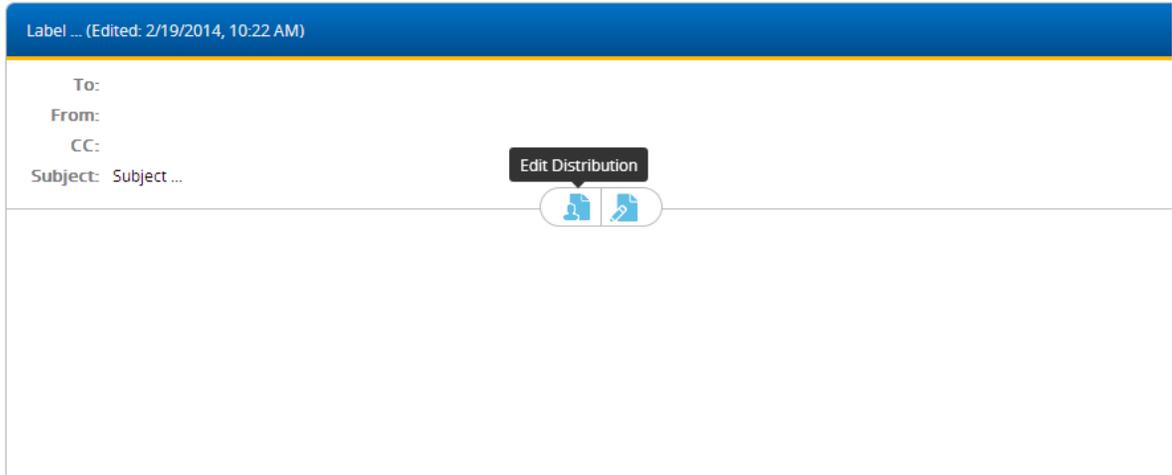
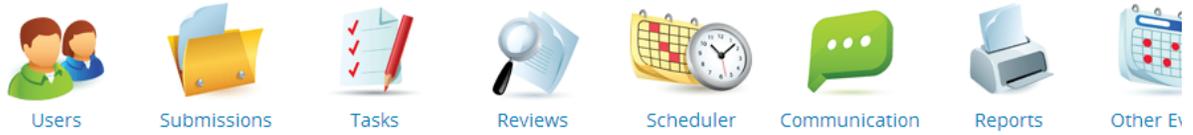
2. Click Create New Email

Email Campaigns (5)

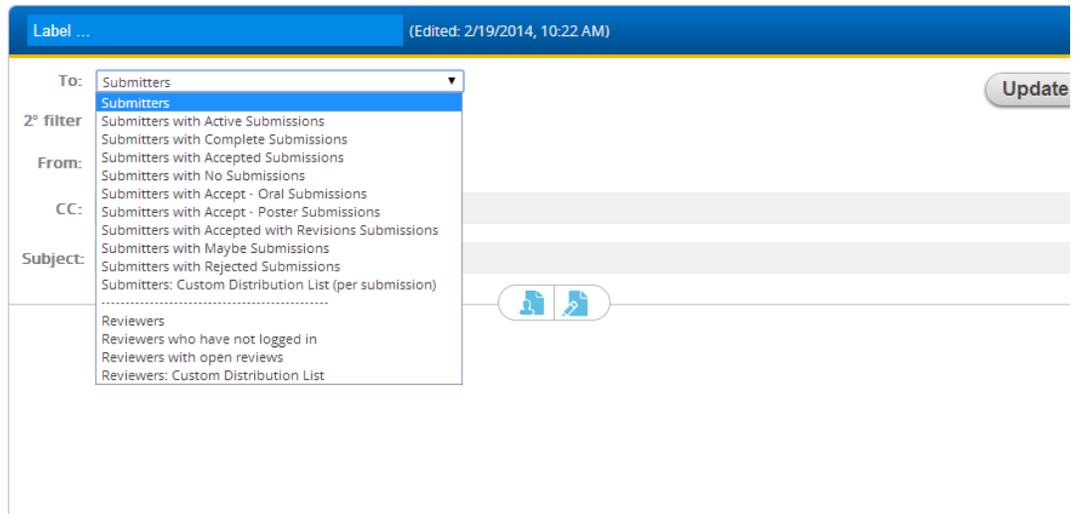
← OLD PAGE **CREATE NEW EMAIL**

<input type="checkbox"/>	Email Label	Subject
<input checked="" type="checkbox"/>	Sent Emails (4)	
<input checked="" type="checkbox"/>	Templates (1)	

3. Click Edit Distribution



4. Use the drop down list to get to "Submitters with ____ submissions"
 - a. Type in subject
 - b. Click Update



Notification Emails Distribution Groups

Letters are sent to submitters after final decisions are made in the system. The distribution groups depend on:

1. The final decision
AND
2. What information should be sent received on the final decision

For example, you may have different final decision groups: 1) Accept – Oral, 2) Accept – Poster, 3) Reject. You may want to send an email to the Accept – Oral group that says they have been accepted as an oral presentation whereas you may want to send an email to the Accept – Poster group that says the presentation has been accepted as a poster. And, of course, the rejection email needs no explanation. In this case, you'd be sending three different emails in order to distribute the proper information.

Again, let's say you have three groups: 1) Accept – Oral, 2) Accept – Poster, 3) Reject. In this case, however, you don't want/need to send different information to the submissions that were accepted. You'd only need to send two different emails with one going to Accept – Oral and Accept – Poster and the other going to Rejected submissions.

*****For acceptance and rejection emails, select 'Submitters with Complete Submissions' in the TO field. Then, use the 2nd filter to send to that particular decision group.**

accept oral/poster (Edited: 6/4/2014, 6:22 PM)

To: Submitters with Complete Submissions

2° filter Podium Presentation
 Poster
 No Preference

2° filter Accept - Oral
 Accept - Oral - PoD
 Accept - Oral - PoD - Symposium
 Accept - Oral - Symposium
 Accept - Oral or Poster
 Accept - Poster
 Reject

5. Edit Body

The screenshot displays a web application interface with a navigation bar at the top containing seven tabs: Users, Submissions, Tasks, Reviews, Scheduler, Communication, and Reports. Below the navigation bar is a blue header bar with the text "Label ... (Edited: 2/19/2014, 10:22 AM)". The main content area shows the header of an email with the following fields: To: Submitters, From: elliswheat@aol.com, CC: maillog@meetingproceedings.com, and Subject: Subject ... To the right of the Subject field is a button labeled "Edit Email body" with a tooltip containing two icons: a person and a document. Below the email header is a large, empty rectangular area for editing the email body.

6. Use Hot Keys

- a. First Name
- b. Last Name
- c. Access Key – contains link and login information
- d. Sub. Title
- e. Update Body

Subject: Subject... Edit Email body

Toggle Rich/Plain Editor Update Body

B *I* U | | | | | | FNAME LNAME ACCESS INFO SUB.TITLE SUB. ID PRES.INFO

@@@FNAME@@@ @@@LNAME@@@
 @@@ACCESSINFO@@@
 @@@SUBMISSIONTITLE@@@

7. Test – the select person does NOT receive email



Other Events



Settings



Save



Options



Test



Preview



Send

To review how your email will appear in the user's inbox, please check the names from the list and provide an email address for the "To:" section. For example, if you check two names from the list, the system will show exactly how it would appear for that person. **The users you have selected will not receive an email, this is just for testing purposes.**

From: elliswheat@aol.com

To:

CC:

Search			
	Name	Submission Type	Submission Title
1	<input type="checkbox"/> Akdemir, Hülya	Presentation	(39880) Genetic instability of long-term micropropagated mature pistachio
2	<input checked="" type="checkbox"/> Akdemir, Hülya	Presentation	(39881) Genetic instability of long-term micropropagated mature pistachio
3	<input type="checkbox"/> Balcerzak, Anna	Presentation	(42029) The importance of hydrophobic moieties and counterions in ice recr
4	<input type="checkbox"/> Cetin, Metin	Presentation	(38947) Evaluation of Epitel Mezenkim Transition Markers in Liver Cancer St
5	<input type="checkbox"/> Cetin, Metin	Presentation	(38948) Evaluation of Epitel Mezenkim Transition Markers in Liver Cancer St
6	<input type="checkbox"/> Chellan, Sudherson	Presentation	(39954) Twenty Five Years of Innovations on Date Palm Micropropagation
7	<input type="checkbox"/> Chellan, Sudherson	Presentation	(40319) Twenty Five Years of Innovations on Date Palm Micropropagation
8	<input type="checkbox"/> Chowdhury, Mohammed	Presentation	(40207) NMR-based Metabolomics Profile Comparison to distinguish betwee
9	<input type="checkbox"/> Doshi, Malay	Presentation	(41325) Aza-sugars as Ice Recrystallization Inhibitors

Preview – shows who is receiving email

TO: pinarakdemir@gmail.com CC: maillog@meetingproceedings.com SUBJECT: Subject ...	1
Hülya Akdemir 2014 WORLD FORUM ON BIOLOGY ABSTRACT SCORECARD SITE: URL: https://www.ConferenceAbstracts.com/cfp2/login.asp?EventKey=HMWFGUHX Username: pinarakdemir@gmail.com Password (Access Key): B A X P 3 7 6 4 Genetic instability of long-term micropropagated mature pistachio	
TO: pinarakdemir@gmail.com CC: maillog@meetingproceedings.com SUBJECT: Subject ...	2
Hülya Akdemir 2014 WORLD FORUM ON BIOLOGY ABSTRACT SCORECARD SITE: URL: https://www.ConferenceAbstracts.com/cfp2/login.asp?EventKey=HMWFGUHX	

Finally, click the Send icon to send out the email.