

How to use a BARN email template

Step 1: Get set up

1. Log into Wild Apricot, in **Admin view**.
2. Click on **Emails**, then **Email drafts**.
3. Click **Compose email**.

Step 2: Choose a template

Step 3: Add content

On the **Design** tab:

1. Update **MONTH**.
2. Add **photo**.
3. Write a **headline**.
4. Cut & paste **body text** directly before the instructions, or type in words. Use **paint roller** to fix style, if necessary. Edit to 8-10 lines.
5. **Link** "Learn more" or delete the box.

Step 4: List classes, if appropriate

1. Open **two windows**, side by side: one for email draft, one for your studio calendar in **List view**.
2. In Calendar window, scroll to a class.
3. **Drag photo** from calendar to email.
4. Type **class name** into email.
5. Copy **text** from calendar & paste into email.
6. Drag **Show details** into email.
7. Fix type with **paint roller**, if needed.
8. **Edit text** to 4-5 lines.
9. Add or subtract rows for classes using **Table** tool.

Step 5: Check design

On the **Preview** tab:

1. Toggle between **Desktop** and **Mobile** to check email on different screens.
2. **Send a test email** to yourself.
3. Click **Design** if you want to edit more.

Step 6: Add email addresses

On the **Recipients** tab:

1. Use **Contacts** to select individuals **OR Contact list** to select a group.
2. Change **Reply to** info if necessary.
3. Leave **Enable link** checked.

Step 7: Send

On the **Review & Send** tab:

1. Click **Edit** if you need more changes.
2. Otherwise, click **Send**.

The screenshot shows the Wild Apricot email editor interface. At the top, there are tabs for 1. TEMPLATES, 2. DESIGN, 3. PREVIEW, 4. RECIPIENTS, 5. REVIEW AND SEND, HELP, and EXIT. Below the tabs is a toolbar with various editing tools like text, image, link, and table. The main content area shows a preview of an email template for "JEWELRY & FINE METALS NEWS & CLASSES | MONTH 2017". The template includes a header with a logo, a main headline "Jewelry & FINE METALS", and a BARN logo. Below the header is a large photo of a woman working at a jewelry-making station. A text box over the photo says "Delete this photo. Insert new one. Drag corner to make it full width." Below the photo is a large headline "Big headline - 36 pt Georgia - with feature article of class or news" and a main text block "Main text block goes here. 8-10 lines of 14 pt Open Sans." with a "LEARN MORE & REGISTER" button. Below that is a section for "UPCOMING JEWELRY & FINE METALS CLASSES" with a placeholder for a class listing. A text box over the class listing says "Delete & replace". Below the class listing is a "CLASS NAME FOR TIMES WHEN THERE IS NO PHOTO" section with instructions. At the bottom is a "GO TO FULL JEWELRY CALENDAR or BARN'S FULL CALENDAR" button. The bottom of the preview shows another headline "Another headline could go here, 30pt" and a paragraph of body text.