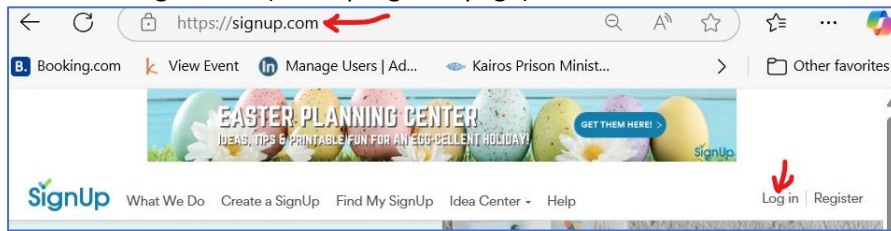


Kairos Prayer-Vigil: Send Bulk Emails To Participants

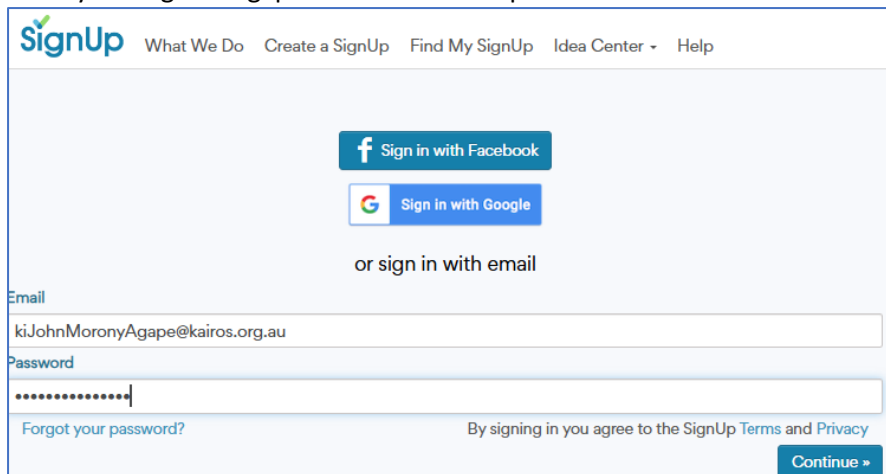
Note: office needs to have registered you as an Assistant Organiser for the prayer -vigil

Sign in to our prayer vigil internet site.

- Website: signup.com
- Click “Log in” link (see top-right of page)



Enter your regions Agape email address & password



Signup What We Do Create a SignUp Find My SignUp Idea Center Help

Sign in with Facebook

Sign in with Google

or sign in with email

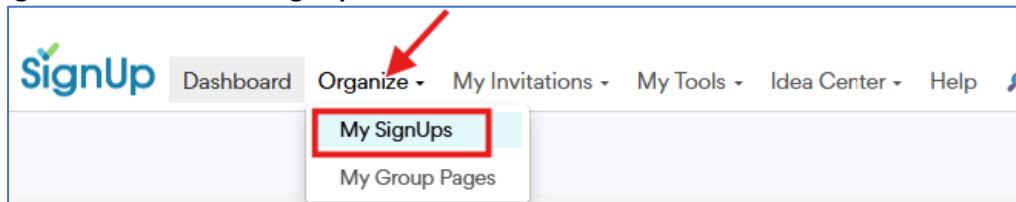
Email
kiJohnMoronyAgape@kairos.org.au

Password
.....

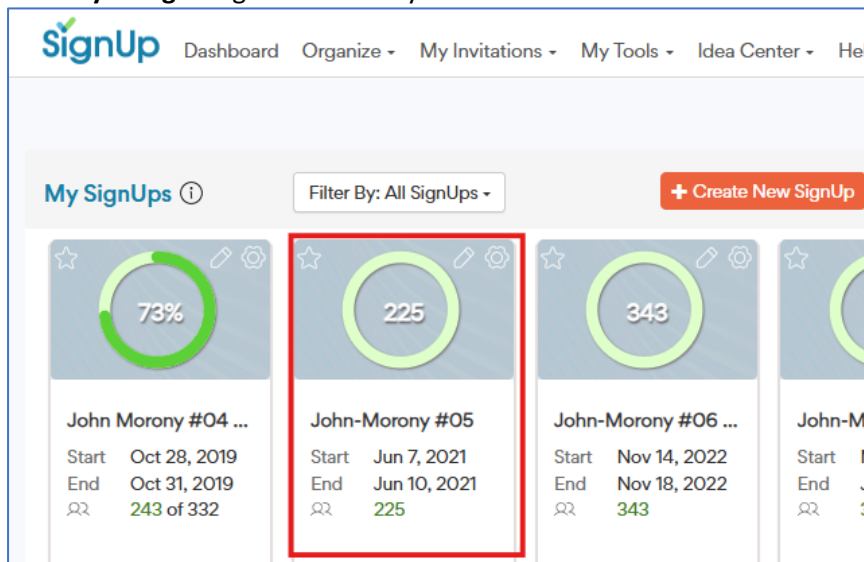
[Forgot your password?](#) By signing in you agree to the Signup [Terms and Privacy](#)

[Continue »](#)

Click “Organize” then “Mt SignUps”



Select your Prayer-Vigil. Eg: John-Morony #09



- Select “Messages” tab, then Click the “Select Email Recipients” button

The screenshot shows the 'John-Morony #05' interface. At the top, there are tabs: Details, Spots, Participants, Messages (highlighted with a red arrow), Reports, Invite, Collect Money, and Send. Below the tabs, there are two buttons: 'Compose Message' and 'Send Thank You'. In the 'Compose Message' section, the 'From' field is set to 'Office Manager Kairos'. The 'to' field has a button labeled 'Select Email Recipients' with a red arrow pointing to it.

The “Who should Receive Your Message?” panel will appear

Choose who will receive the bulk email

- From the [Who should Receive Your Message?](#) panel
- click the +Add All button
- all participant names will be ticked (ie selected)
- scroll to the bottom of the list
- click the [Save List](#) button

The screenshot shows the 'Who Should Receive Your Message?' panel. At the top, there is a title bar with a close button (X). Below the title bar, there are two dropdown menus: 'Add By...' and '-- please select one --'. To the right of these dropdowns are two buttons: '+ Add All' (highlighted with a red arrow) and 'Clear'. Below the dropdowns, it says '115 Participant(s) Selected'. There is a table with two columns: 'Name' and 'Last Viewed'. The table contains several rows of participant names and their last viewed dates. At the bottom of the panel, there are two buttons: 'Cancel' and 'Save List' (highlighted with a red arrow).

Name	Last Viewed
<input checked="" type="checkbox"/> Agnes Rupac	Tue Jun 1, 2021
<input checked="" type="checkbox"/> Al	Sat Jun 5, 2021
<input checked="" type="checkbox"/> Vasco Gili	Thu Jun 3, 2021
<input checked="" type="checkbox"/> Vicki and Keith	Sat May 15, 2021
<input checked="" type="checkbox"/> Vicki Carlisle	Fri Jun 4, 2021
<input checked="" type="checkbox"/> Wendy	Mon Jun 7, 2021

Complete & send bulk email

- add subject line for email
- add message for email
- click the [Send](#) button

John-Morony #05

[Details](#) [Spots](#) [Participants](#) **[Messages](#)** [Reports](#) [Invite](#) [Collect Money](#) [Settings](#)

Compose Message [Send Thank You](#)

From

Office Manager Kairos

to

[Select Email Recipients](#)

Agnes Rupac, Al, Albert Abel, Annette Tan, Audrey Jones, Barry B, Beve Williams, Brian R, Carol Hobberson, Catherine Crocker, ...

Subject

Kairos John-Morony #05

Message

B **I** U

Some prayer points

- ...

- ...

- ...

God [bless](#)

122/10000

Message will include the SignUp link "Click Here to View SignUp"

[Preview SignUp](#) [Send](#)