



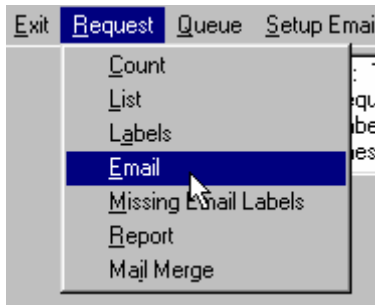
**4HPlus – Wisconsin  
Sending E-mail Messages  
with 4HPlus**

# Sending E-Mail Messages with 4HPlus!

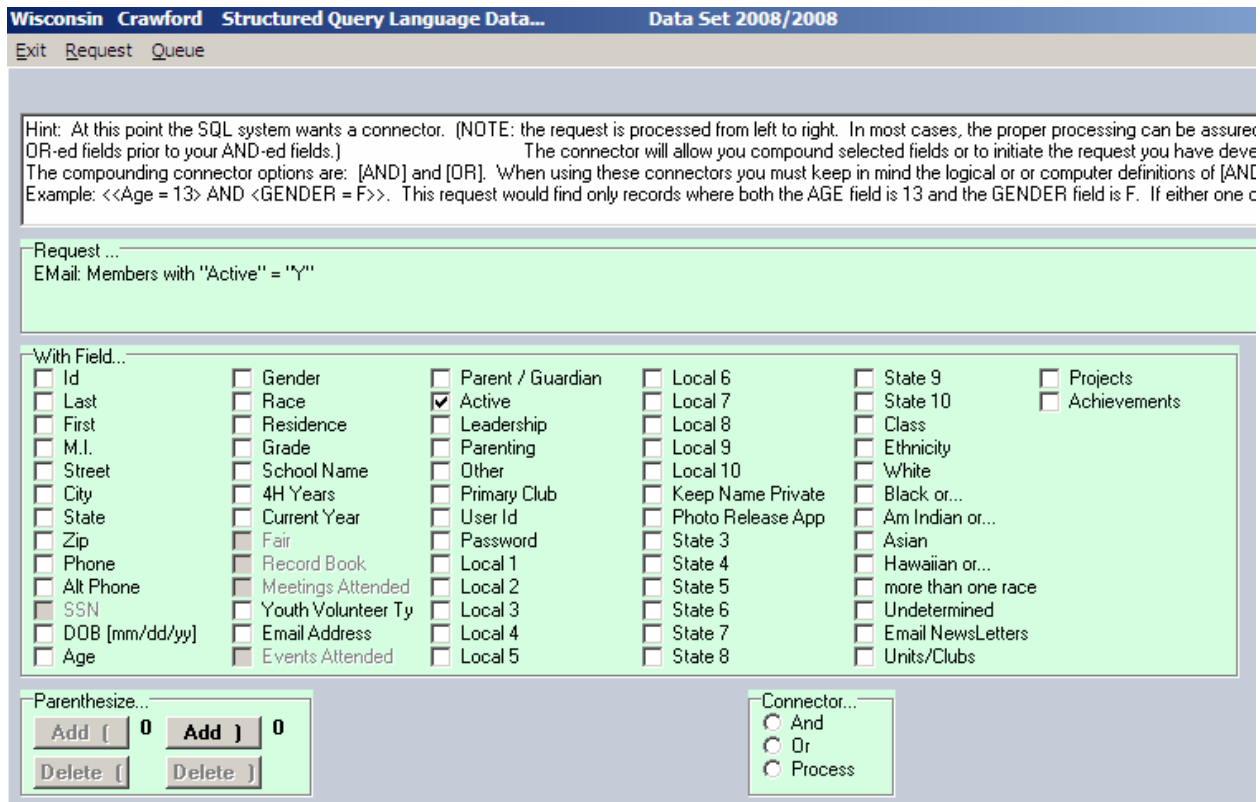
E-mail messages can be sent to specific clubs, members or leaders by using the e-mail and SQL features built into the 4HPlus program. The steps below will show how e-mailing within 4HPlus works.

Before beginning the data transfer process for the first time, check to make sure that e-mail is set up in 4HPlus. Please refer to the document "Setting Up 4HPlus Email" posted on the website. On the main screen, select "4HPlus Email Setup". Compare the settings on the screen to the settings shown on page 3 of the "Setting Up 4HPlus Email" document.

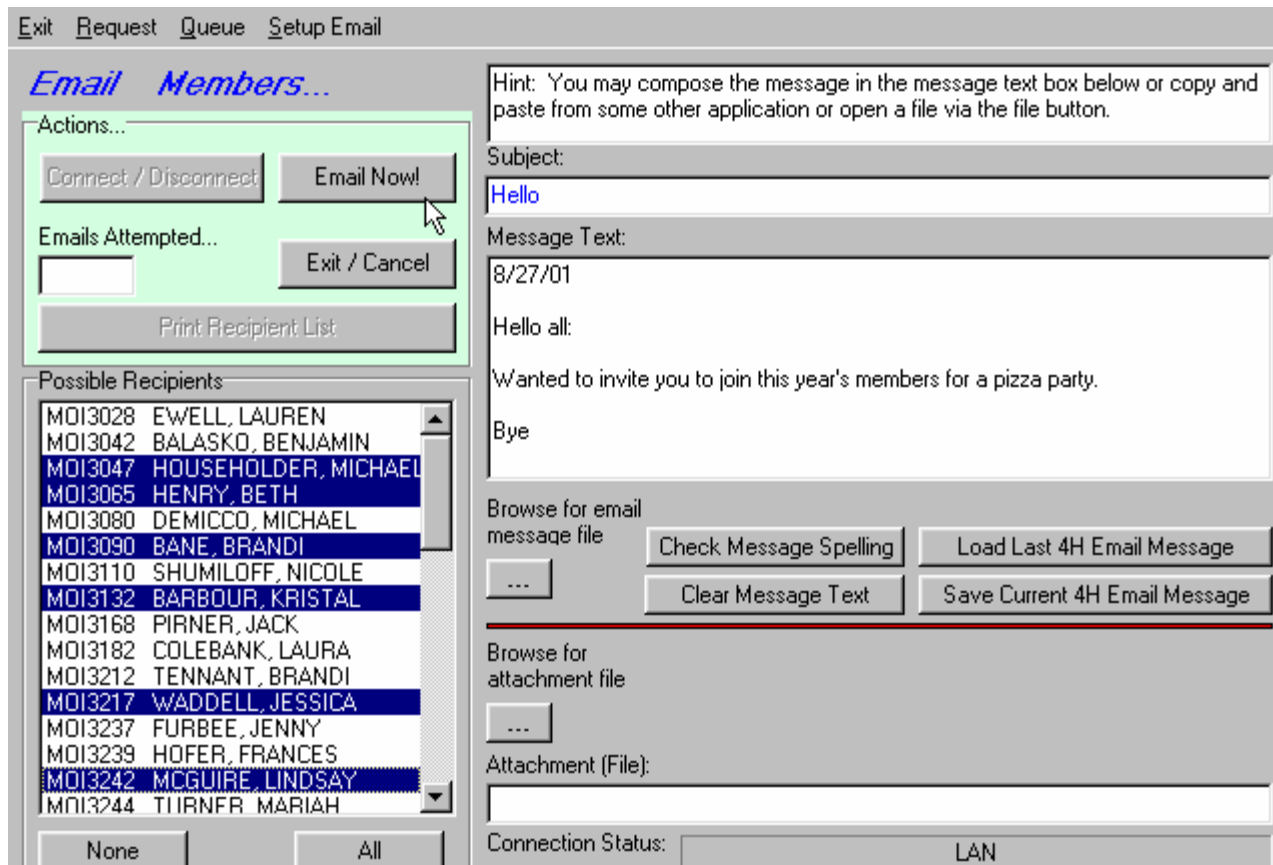
1. To request an e-mail message, click on Members or Leaders, SQL, Request, and then Email.



2. Build the request as any other SQL report, mail merge, list, or count, then click on Process.

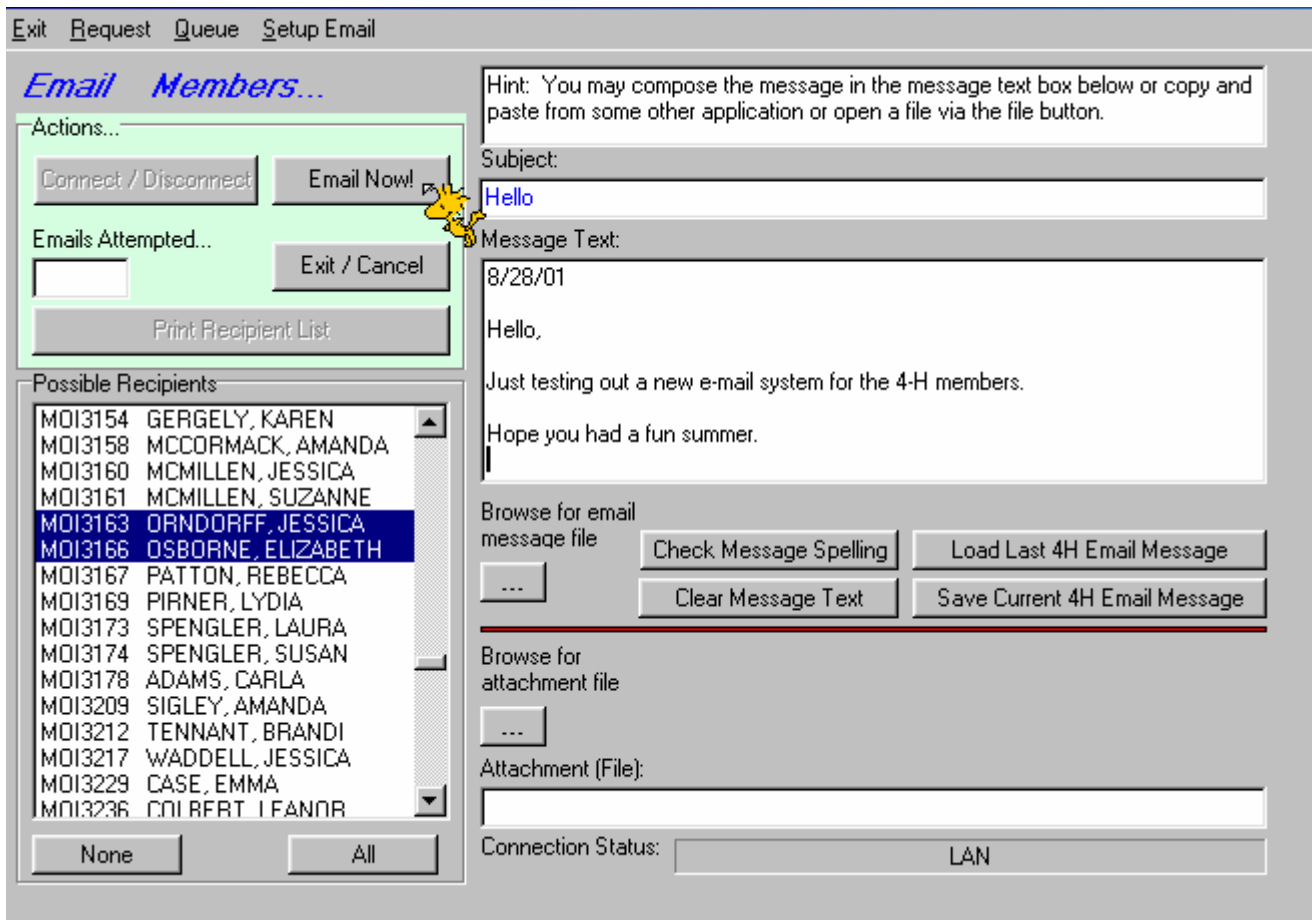


- Based on the SQL request, a list of names will appear in the "Possible Recipients" box below. Select the names of the members or leaders on the list that should receive the e-mail. Enter the subject and message. Use the buttons below the message to do a spell check, clear that message and start again, save the existing message, load a saved message or attach a file to the message.

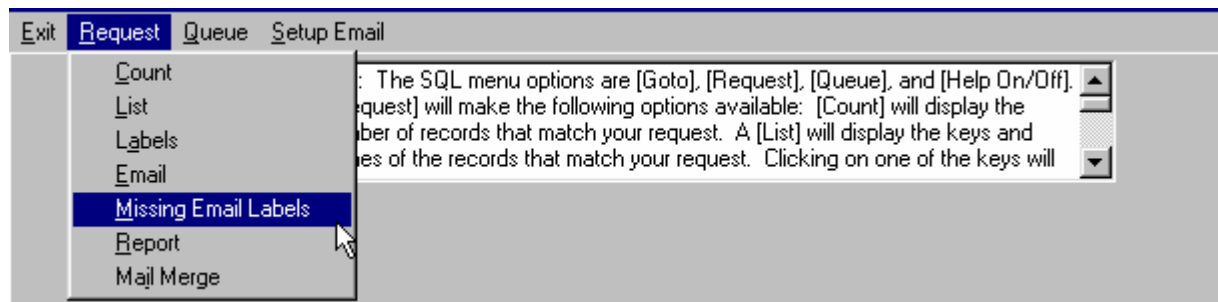


- Click on Email Now! to send the message if you are connected by LAN or DSL.

Note: If using a dial-up modem, click the "Connect/Disconnect" button for the program to dial up the ISP. When the modem is connected, click the "Email File Now!" button.



- After sending the email message there still may be others that do not have an e-mail address. There is a request to capture those who do not have an e-mail address. Click on Members or Leaders, SQL, Request, and Missing Email Labels.



- Build the request in the same manner as selecting the e-mail list above.

Wisconsin Crawford Structured Query Language Data... Data Set 2008/2008

Exit Request Queue

Hint: At this point the SQL system wants a connector. (NOTE: the request is processed from left to right. In most cases, the proper processing can be assured OR-ed fields prior to your AND-ed fields.) The connector will allow you compound selected fields or to initiate the request you have developed. The compounding connector options are: [AND] and [OR]. When using these connectors you must keep in mind the logical or computer definitions of [AND]. Example: <<Age = 13> AND <GENDER = F>. This request would find only records where both the AGE field is 13 and the GENDER field is F. If either one c

Request ...  
Email: Members with "Active" = "Y"

With Field...

<input type="checkbox"/> Id	<input type="checkbox"/> Gender	<input type="checkbox"/> Parent / Guardian	<input type="checkbox"/> Local 6	<input type="checkbox"/> State 9	<input type="checkbox"/> Projects
<input type="checkbox"/> Last	<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Local 7	<input type="checkbox"/> State 10	<input type="checkbox"/> Achievements
<input type="checkbox"/> First	<input type="checkbox"/> Residence	<input type="checkbox"/> Leadership	<input type="checkbox"/> Local 8	<input type="checkbox"/> Class	
<input type="checkbox"/> M.I.	<input type="checkbox"/> Grade	<input type="checkbox"/> Parenting	<input type="checkbox"/> Local 9	<input type="checkbox"/> Ethnicity	
<input type="checkbox"/> Street	<input type="checkbox"/> School Name	<input type="checkbox"/> Other	<input type="checkbox"/> Local 10	<input type="checkbox"/> White	
<input type="checkbox"/> City	<input type="checkbox"/> 4H Years	<input type="checkbox"/> Primary Club	<input type="checkbox"/> Keep Name Private	<input type="checkbox"/> Black or...	
<input type="checkbox"/> State	<input type="checkbox"/> Current Year	<input type="checkbox"/> User Id	<input type="checkbox"/> Photo Release App	<input type="checkbox"/> Am Indian or...	
<input type="checkbox"/> Zip	<input type="checkbox"/> Fair	<input type="checkbox"/> Password	<input type="checkbox"/> State 3	<input type="checkbox"/> Asian	
<input type="checkbox"/> Phone	<input type="checkbox"/> Record Book	<input type="checkbox"/> Local 1	<input type="checkbox"/> State 4	<input type="checkbox"/> Hawaiian or...	
<input type="checkbox"/> Alt Phone	<input type="checkbox"/> Meetings Attended	<input type="checkbox"/> Local 2	<input type="checkbox"/> State 5	<input type="checkbox"/> more than one race	
<input type="checkbox"/> SSN	<input type="checkbox"/> Youth Volunteer Ty	<input type="checkbox"/> Local 3	<input type="checkbox"/> State 6	<input type="checkbox"/> Undetermined	
<input type="checkbox"/> DOB [mm/dd/yy]	<input type="checkbox"/> Email Address	<input type="checkbox"/> Local 4	<input type="checkbox"/> State 7	<input type="checkbox"/> Email NewsLetters	
<input type="checkbox"/> Age	<input type="checkbox"/> Events Attended	<input type="checkbox"/> Local 5	<input type="checkbox"/> State 8	<input type="checkbox"/> Units/Clubs	

Parthesize...  
Add ( 0 Add ) 0  
Delete ( Delete )

Connector...  
 And  
 Or  
 Process

- The request will count the matches and bring up the screen to select label casing, label sorting, mailing group and the output location.

Request ...  
Mailing labels: Members with "Active" = "N"

Matches...  
233

Label Casing

- Print Data as Stored
- Normal (Upper case first letter)
- USPS (All caps, no punctuation)

Label Sorting

- by Zip Code
- by Name

One label per...

- Member
- Family
- Address
- Cancel

Output to...

- Screen
- Printer
- File

- When selecting printer, label size options will be available just as they are for regular requests.

This document was adapted from materials originally developed by the University of West Virginia, Cooperative Extension Service.