Waunakee TDC Committee
Email Instructions

1. Log into your account on waunakeefootball.com

2. Along the top of the page, click on "Email & Text" and select "Email"

3. First, you will choose the recipients. To start this, click on the "Select Group" box, and scroll down until you see "Roles". Choose "Roles"

4. Scroll down until you see the committee you'd like to send an email to. Click on the green plus sign next to the committee name

5. Click on the Green "Next" button in the lower right

6. Fill in the "Name" box. Currently says Waunakee Touchdown Club, but you can change this. Next, fill in the "Reply To" box. This would be the email address all replies are sent to. Fill in the "Subject" box.

7. Type your email. If you need to send a file, use the green "attach" button in the lower left. Once done, click the green "next" button in the lower right. Please do not select a template to use as they are tricky.

8. Review your email. If satisfied, click the blue "send" in the lower right. If not, hit the "previous" button in the lower right and edit as needed