

How to email all members

JustGo lets you send group emails privately, ensuring recipients cannot see each other's email addresses.

1. Go to <https://fpusa.justgo.com> or scan the QR code below.



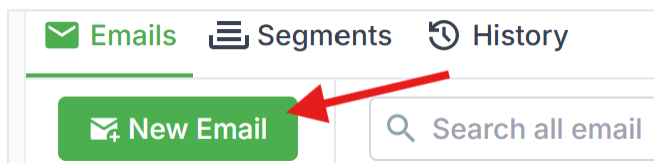
2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on "Forgot Password?"
4. Select **Menu** from the upper left corner.



5. Scroll down and select **Email and Communication**.



6. Select **New Email**.



7. Fill in the required fields: **From**, **Recipients**, **Subject**.

From *	Sender is required
Recipients *	Select a segment or member
Subject *	Subject is required

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8. For the **Recipients** select **All Members**.

Search Segment	Segments	Members	
All Members	Active	mostafiz@justgo.com Jun 22 2023	Jun 22 2023
All members with any FPUSA membership	Active	mostafiz@justgo.com Jun 22 2023	Jun 22 2023

9. **Type your email** in the email body

← Create an Email

From * Sender is required

Recipients * All Members

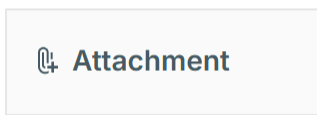
Subject * Subject is required

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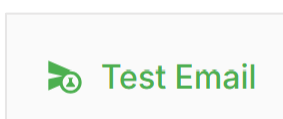
<> # ▾

Type something

10. Click on the icon **Add Attachments**, in the lower left corner, if you want to attach a file.



11. Click on **Test Email**.



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12. Click **YES** to continue.

 **Do you wish to continue?** ×

You have not set any Opt-in criteria for this email. By Progressing, the Opt-in preferences will be ignored.

13. Enter your email address to receive a test message. And click **Send Test Email**.

 **Send Test Email**

14. When you are satisfied with the test email, click on **Send Now** to send to the group.

 **Test Email**

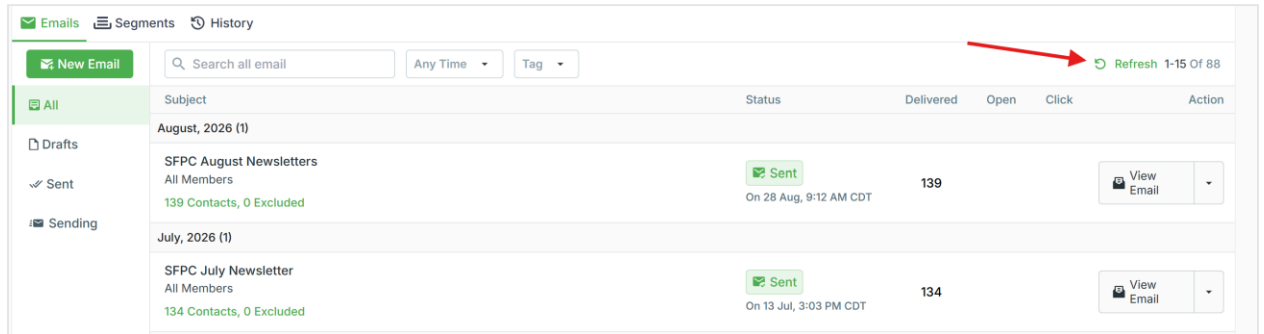
15. Click **Yes** to continue.

 **Do you wish to continue?** ×

You have not set any Opt-in criteria for this email. By Progressing, the Opt-in preferences will be ignored.

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16. Click on the **Refresh icon** to update the status.



For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez
FPUSA Membership Secretary