1. if the application was hand-written, type it into a new membership form so that it has a more professional look as we send it to our board, followed by the membership if no objections by the board. Link to New Member Application: https://www.viningsrotary.org/resource/1387 (you can click the 'Download File' link on the left-hand side of the screen to update the file with the prospective member's detail). Once you complete the application, save it as a PDF file and save 'Create' it to the Document Library. It will then have a link such as this: https://www.viningsrotary.org/resource/1515 ... Use previous link/document as an example.

2. Access the New Member application for Board email template via this link, https://www.viningsrotary.org/email/21817, and then select 'Clone' at the top-right of the window. Enter your name as 'Sender', type in your last name and the system will find your ID.

3. Remove (Template) (Copy) from the subject line

4. Update the items that say 'add here' throughout the document. They are Club Secretary name and email address, today's date where noted 'beginning', Proposed member's name, classification and who they were proposed by with the final update of the Club Secretary's name.

5. In the Membership Application Link section, provide the link to the document, as in the example above, https://www.viningsrotary.org/resource/1515. Ensure you create the link as a 'link' in the email template so that the members can click on it and be taken to the document.

7. Return to your newly created email with attachment and select 'Blast' at the top-right of the window.

8. On the blast window, select the top-left check box for 'Vinings Cumberland' email list

8a. if you would like to test send the email, first select the 'Test Only' box at the bottom, without 'Vinings Cumberland' selected and then continue.

9. Uncheck all except Shawn, Jaime, Brant, Fiona, Thomas, Farley, Ivan, William Nadal, Jolene, Ted, Chanel and Peter (I am looking into setting a distribution list for the Board. WBC 11/26/2025)

10. Click 'Send Blast'