

Background

If a family or member is unsubscribed from broadcast emails, the system will not send them any broadcast emails no matter who is sending the broadcast. They will still get system generated emails like notifications about enrollments and event registrations being submitted and approved.

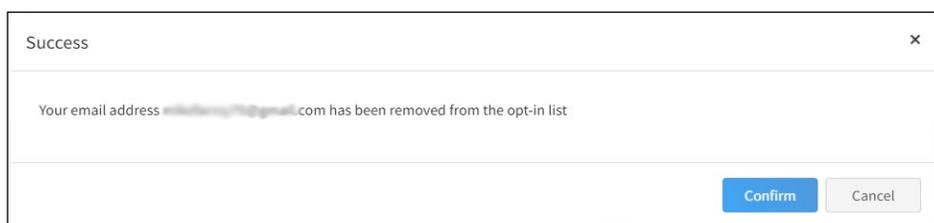
Unsubscribed Report

There is a report to see who has unsubscribed from broadcast emails. Start at Broadcasts in the left side menu. In the upper right there is a button for **Download Unsubscribed Email Profiles**. This report has two tabs – one for the families and one for the members. If a member is reporting that they are not getting broadcast emails, check for their email address to appear on either or both of these lists.

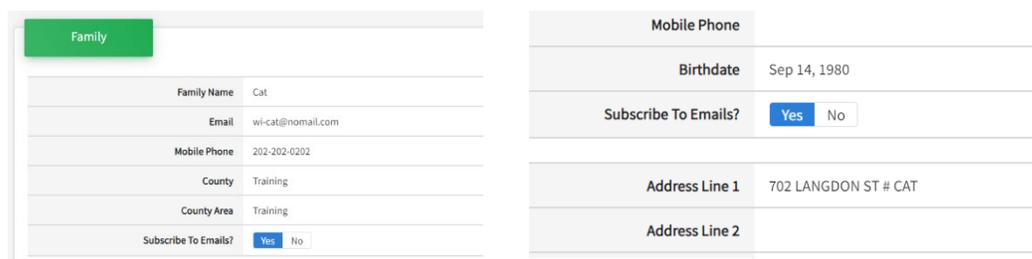
Unsubscribing From Broadcast Emails

Families and members can unsubscribe themselves from broadcast emails. At the bottom of a broadcast email is a single word “unsubscribe” link. Clicking this link will open 4-H Online and a window to confirm the unsubscribe.

Depending on if the broadcast email was sent to families or members, the family or the member will be unsubscribed from ALL broadcast emails.



Another way to unsubscribe from broadcast emails is to change the “Subscribe To Emails?” setting in the family or member profile. In the family profile this is in the Family section with the email, phone, and county. In the member profile it is right below the birthdate.



Resubscribing to Broadcasts

To resubscribe to broadcast emails, change the No in the Subscribe To Emails? to Yes. Sometimes the family must do this instead of the county manager.

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