

**Bonterra**<sup>TM</sup>

**Sending Your First  
Email in EveryAction**

# Agenda

Accessing Emails in Every Action

Creating a New Email

Recipient Count

Building an Email Step by Step

Next Steps

# Accessing Payment Gateways in EveryAction

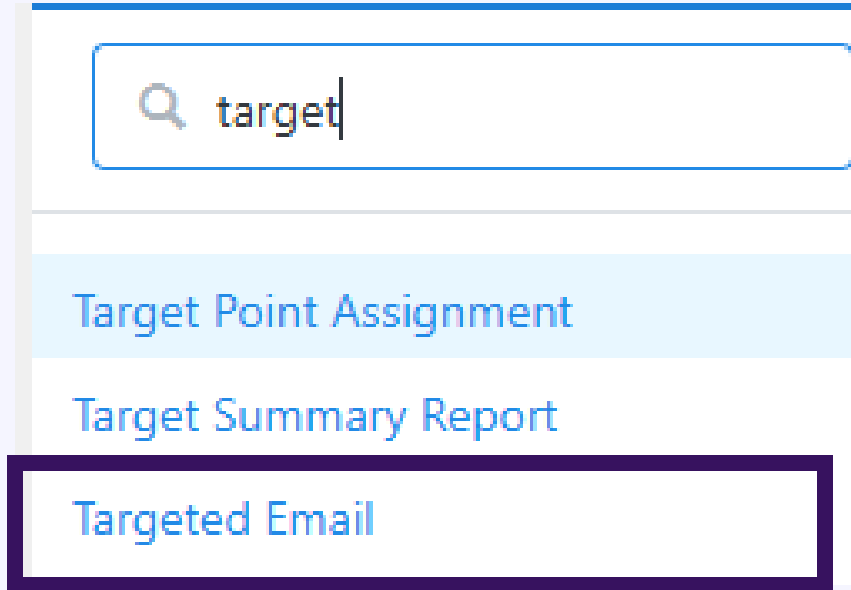


Log in to  
EveryAction

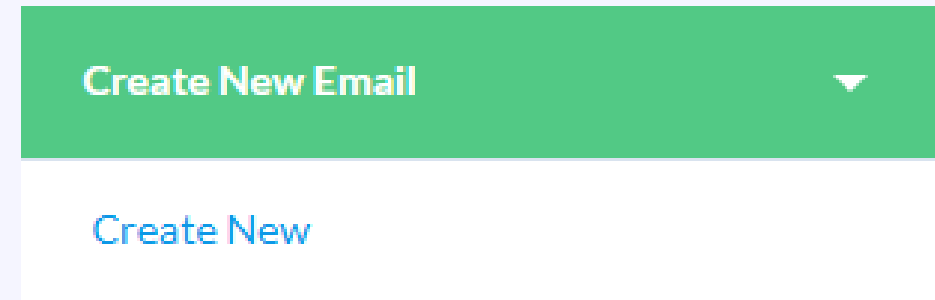
Locate and Access  
the Targeted email  
option

Choose "Create  
new Email"

# Creating a New Email



Search for the Targeted  
Email Page



Click "Create New  
Email" and select  
"Create New"

# Create a New Email

- Email Name
- Organization Name
- Organization City
- State/Province
- Organization Postal Code

Email Name \*

Internal use only. Your recipients will not see this name.

Organization Address

Organization Name \*

Organization Address 1 \*

Organization Address 2

Organization Address 3

Organization City \*

State/Province \*

Organization Postal Code \*

Organization Country

Disclaimer

Disclaimer (optional)

### Include in Audience:

**Build an Audience** (Recommended)

Combine multiple Saved Lists and up to one Saved Search to create an audience. Subscribers from a Saved Search will automatically update before send time. Subscribers from a Saved List will remain the same unless it's manually regenerated.

#### Saved Search

You have no Saved Searches. Create a Saved Search to segment your audience and improve open, click, and conversion rates.

Don't see the segment you need? [Create a new Saved Search](#) 

#### Saved Lists

You have no Static Saved Lists. Create a Static Saved List to segment your audience and improve open, click, and conversion rates.

+ Include another Saved List


**All Subscribers**

All contacts who have opted in to receive emails.

# Recipient Count

**Recipient Summary**

Calculate the number of email addresses that are subscribed to receive emails in your audience




**Calculate Recipients**

Displays the Recipient Summary



Calculate Recipients



**Recipient Summary** 


Last updated Mar 17, 2023 9:35 AM

**16,767**  
Subscribed Emails In Your Audience

Opted Out	842
Duplicates	4
Excludes	0
Bounced	797

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**Included**

-  Volunteer Group B

**Excluded**

- Contacts In Email Series

# LET'S TRY IT OUT!



# What's next?



# Additional Resources



# Additional Learning Opportunities

Currently, EveryAction has an expansive (and growing!) library of webinars available to review tasks like:

- Creating Online Actions
- Sending Targeted Emails
- Adding New Users
- Creating Contributions
- Configuring Your Codes
- And much more!

<https://www.bonterratech.com/training#everyaction>



# Support

- Contact your System Administrator
- Email [help@EveryAction.com](mailto:help@EveryAction.com)
- Call (202) 370-8050



## Q & A

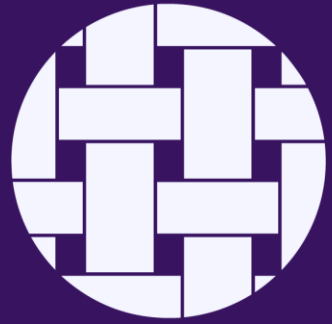
**We value your feedback!**

Ask questions about functionality covered in this training

Ask real-life application questions

Or sign off and we will see you in the next training!





**Bonterra**™

**Thank you for attending!**

**We hope to see you  
in future trainings.**