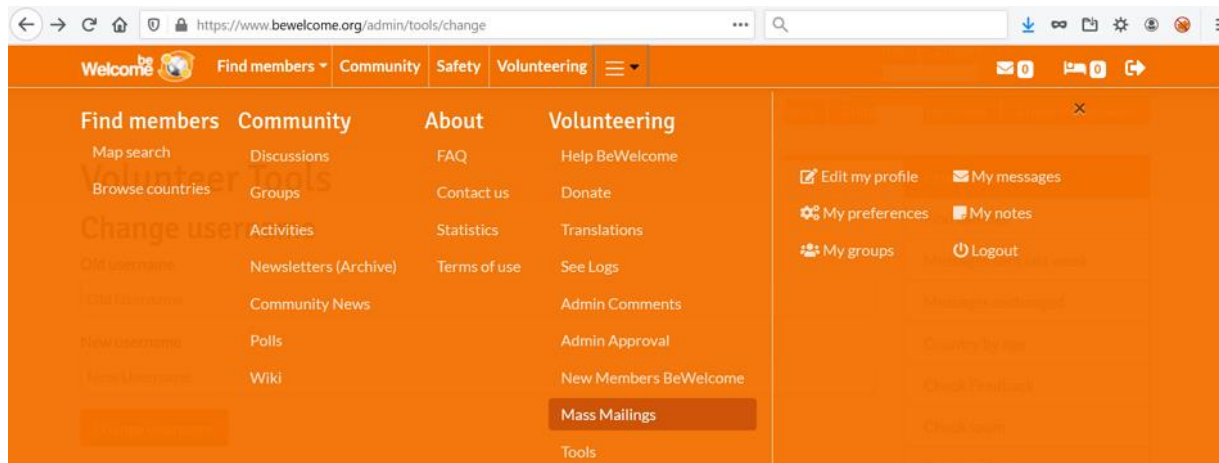# How to send a BeWelcome Newsletter (global or "local events"), with the corresponding volunteer rights for the Mass Mailing tool

Go to 'Mass Mailings' under the Volunteer submenu

Click on 'Create'

Select the type 'Newsletter' (or 'Local events', etc.)

Enter a WordCode for the newsletter which will be used for translations, e.g. 'NewsletterNovember2020' or something else to distinguish the newsletter for internal use.

Enter the title: the title which will appear on the e-mail, e.g. 'BeWelcome Newsletter'

Enter the text of the newsletter (including some HTML for formatting), embed images.

The greeting should normally be "Hello {username}," as this has proven to work best for different languages, genders and situations.

The system will add the text informing about how to unscubscribe, with the corresponding direct link. At the time of this writing this is:

"You are receiving this email because you are a member of the BeWelcome community of travelers and hosts.

In case you no longer want to receive these emails just click."

Text of the mail

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Body of the newsletter (%username%, if any, will be replaced by the username at sending)

Enter a description: this is shown to the translators, for example: 'translate until October 31st'.

Description of the WordCode

Description (as translators will see it in AdminWord). If relevant, please give tips to the translators.

Create

Once you click on create it will show in the list of Mass Mailings. The two word codes for the title and for the text body are created.

Until the text to be translated is completely finished and checked and ready to go into translation, you may want to unselect "Allow translations" in the translation tool in order to avoid that translators who come across the wordcode start translating too early.

This is an example of what translators will see:

The translation process can start when the original text is final with html tags and images. Once translations have started any changes mean extra work and the risk of errors for translators.

Inform the Translation coordinator and/or the Translation group when translations can start. Someone needs to keep track of what languages are translated and by whom to be informed what languages are ready for checking and making sure only properly translated versions are sent.

Click on 'Enqueue' to test the newsletter, click on 'Selected Members' in the Member-tab and write the member names of those who want to receive a test (it's wise to send them to the translators who worked on it, so they can see their work for real). Use only ";" to separate the names, no spaces.

The mailing then gets a "Trigger" option – after clicking it the mailing starts to get sent:

Once the newsletter is completely ready, click on 'All members' instead. Notify the system admins, shevek and support team in advance.

The newsletter (test or real) will start being sent after you hit the 'Trigger', from oldest to newest accounts. Sent to all members it may take the newsletter 2-3 days to reach everyone.

There is also an option in the tool to edit existing mailings:

You can also enqueue mailings for Local event or for members of specific groups:

By Location – only single country and then single region can be selected – no option to select a bigger geographical region (e.g. South-East Asia):

By group (to reach all group members, not only those who have activated notifications):

Note that members who have an 'Out of Remind' status will still receive the newsletter if their settings are "yes". Only members who are suspended or banned do not receive communication.

Manual created by amnesiac84, polyglot and corazondeviaje, updated as of July 27th, 2021.