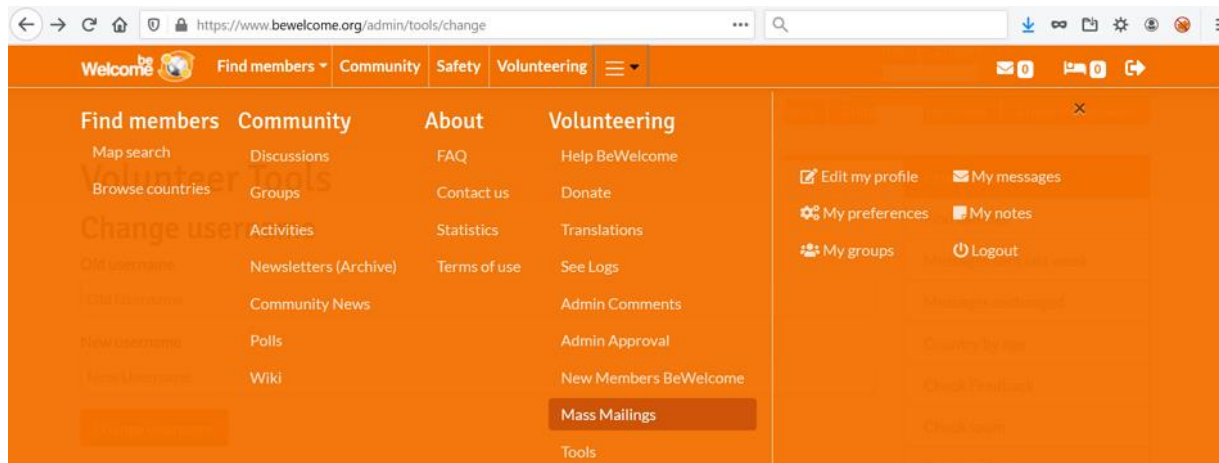


How to send a BeWelcome Newsletter (global or "local events"), with the corresponding volunteer rights for the Mass Mailing tool

Go to 'Mass Mailings' under the Volunteer submenu



Click on 'Create'

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

A screenshot of the 'Admin tools >> Mass Mailings >> Create' form. The form has a dropdown menu for 'Type' with 'Newsletter' selected. Other options in the dropdown include 'Local events', 'Login reminder', 'Suggestions reminder', 'Terms of Use', and 'MailToConfirm Reminder'. There is a 'Create' button on the right. The form also includes fields for 'WordCode' and 'Title'.

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 unsubscribe, 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

B U *I* |       |  

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.

Translation

Vous partagez tout votre écran. Arrêter le partage

This is only a test of the functioning of the unsubscribe list for local events with a limited number of testers. You can test the link included in this message, check if the unsubscription worked, and reactivate your subscription in your preferences.

☐ This is a major update (invalidates existing translations for other languages).

☐ This translation is archived.

☒ Allow translations

Update

This is an example of what translators will see:

Welcome Find members Community Safety Volunteering polyglot

Vous partagez tout votre écran. Arrêter le partage 4 reported comments 1

All translations

List of all translation IDs. You are able to search for translation IDs.

Translation ID

Search

Translation ratio: 100% (4,237 out of 4,237)

« 1 2 3 4 5 ... 201 »

Translation's ID and message	Translated message	
broadcast_body_unsubscribetestlocal	messages+intl-icu	Apr 13, 2021
broadcast_body_unsubscribetestlocal	This is only a test of the functioning of the...	

All translation
Missing transl
Archived tran
Do not transla
Create transla
Mockups
Translators gr
Translators wi
Statistics

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.

Welcome Find members Community Safety Volunteering polyglot

Vous partagez tout votre écran. Arrêter le partage 4 reported comments

Admin tools » Mass Mailings » Enqueue

Members Location Group

☐ All members
Maximum no. of messages :

☒ Selected members
Usernames:

Use ; as delimiter. Example: planetcruiser;pablobdjsfan

Submit

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

Admin tools » Mass Mailings

Newsletters Overview

unsubscribestestnewsletter successfully enqueued to members. 1

Name	Actions	✓	!	✉	⚠
unsubscribestestnewsletter	Enqueue Unqueue Trigger	2	0	1	0
newzealandevent2021	Edit Enqueue	0	0	508	0

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:

The screenshot shows the 'Admin tools >> Mass Mailings' page. At the top, there's a navigation bar with 'Welcome', 'Find members', 'Community', 'Safety', and 'Volunteering'. Below the navigation bar, there's a search bar and a 'Rechercher' button. The main heading is 'Admin tools >> Mass Mailings' with a sub-heading 'Newsletters Overview'. On the right, there's a 'Mass Mailings' button and a 'Create' button. Below the heading, there's a table with columns 'Name' and 'Actions'. The table lists four newsletters: 'unsubscribeletter', 'newzealandevent2021', 'malaysiaevent2021', and 'pacificevent2021test'. Each row has an 'Edit' button and an 'Enqueue' button. The 'Enqueue' button for 'unsubscribeletter' is highlighted in yellow. To the right of the 'Enqueue' button, there are four columns of numbers: 0, 0, 2, and 0 for 'unsubscribeletter'; 0, 0, 508, and 0 for 'newzealandevent2021'; 0, 0, 629, and 0 for 'malaysiaevent2021'; and 0, 0, 27, and 0 for 'pacificevent2021test'.

Name	Actions	0	0	2	0
unsubscribeletter	Edit Enqueue	0	0	2	0
newzealandevent2021	Edit Enqueue	0	0	508	0
malaysiaevent2021	Edit Enqueue	0	0	629	0
pacificevent2021test	Edit Enqueue	0	0	27	0

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):

The screenshot shows the 'Admin tools >> Mass Mailings >> Enqueue' page. At the top, there's a navigation bar with 'Welcome', 'Find members', 'Community', 'Safety', and 'Volunteering'. Below the navigation bar, there's a search bar and a 'Rechercher' button. The main heading is 'Admin tools >> Mass Mailings >> Enqueue'. Below the heading, there are three tabs: 'Members', 'Location', and 'Group'. The 'Location' tab is selected. Below the tabs, there are three dropdown menus: 'Choose a country' (with 'Afghanistan' selected), 'Choose an administrative unit' (with 'Uruzgān' selected), and 'Choose a place:' (with 'All places' selected). At the bottom right, there's a 'Submit' button.

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

Admin tools » Mass Mailings » Enqueue

MembersLocationGroup

Choose a group

Select a group

Nis

Nomad Entrepreneur Club

Nomadbase

Nomads

NOMADS - a life of cheap/moneyless trave

Mass Mailings

Create

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.