QuickStart for BLOSOMS Leaders (BLOSOMS.org)

Set up calendar events

1. In the Calendar Navbar, click Add.

2. Complete the form.

3. You must enter either a title or a circle and a date. If you want to receive an email each time someone signs up for the event, enter your email address in Notify Email. You can upload an attachment, such as an image or flyer.

4. Click Save.

Sign other people up for an event

1. View the event details on the calendar.

2. Click the Manage Signups button.

3. All active members will be displayed so that you can place checkmarks by the ones who are attending.

4. Click the Save Changes button.

Send emails about an event

1. View the event details on the calendar.

2. Click the Send Event Notifications button.

3. Select the group you want to send to.

4. Enter a subject and message.

5. Click Send.

Send email to several members

1. In the Directory, click Admin in the Navbar.

2. Click Send Emails.

3. Select the people you want to send the email to. You can use a shortcut link or use the filters to diisplay a list to choose from.

4. Click Create or review your email message.

5. Complete the email form and click Send Email.