

# Old Email - Newsletters

Built into your website and included in your subscription is the ability to create Newsletters using Recent News Articles on your homepage. This was our original model for eNews, it doesn't have all the bells and whistles of eNews, but it does let you send out a simple newsletter based on the content on your homepage.

Take a look at the sample below:

Logo is added from your website → 

Issue title is customisable → **Latest Newsletter**

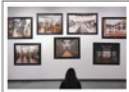
Body of email can include your "Message from the Principal" or other important information not included in your Recent News Articles. → Dear Denis,  
Here is our latest news.

Choose which Recent News Articles should be published in this issue →

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 **Parent/Teacher Interviews**  
Bookings for Parent/Teacher interviews are now open. Meetings will be held on July 20th from 1pm - 7pm. Students will be dismissed at 12.30 on this day. [Click here](#) to book.

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 **Blurry photos are great for your website**  
My favourite photo technique is where you can make the background blurry. Smart phones can do this through portrait mode via adjustment of the F-stop. It's a scale that turns the background to various levels of blurriness. [...Read More](#)


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 **Crazy Hair Day**  
Next Friday we'll be having Crazy Hair Day. Come with colours, ribbons, crazy styles and celebrate. Please bring a gold coin donation. All proceeds will be given to charity. [...Read More](#)

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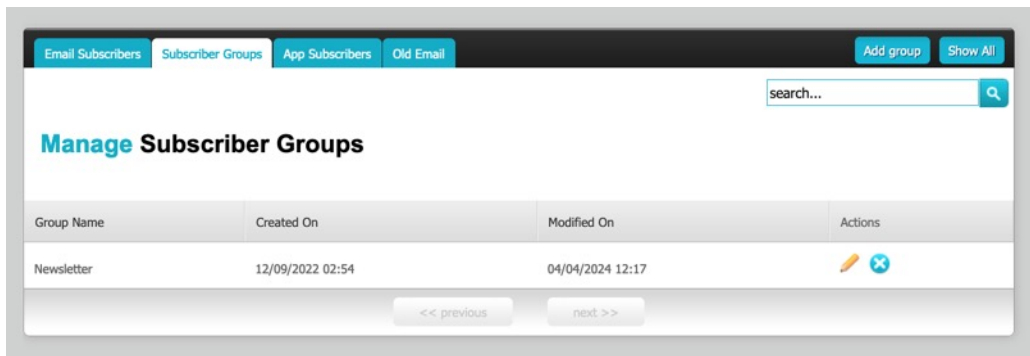
 **Virtual Tour**  
We are so proud of our wonderful school, and nothing can match the joy of seeing our children learning onsite at one of our "Prospective Parent" school tours. [...Read More](#)

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 **National Ride2School Day**  
**June 24th 2021:** National Ride2School Day is Australia's biggest celebration of active travel and one of the best days on the school calendar. It is a day full of fun and colour where students, teachers and parents discover the joy of riding and kick-start healthy habits for the future.

Cheers,  
From the friendly team at Updat-ed

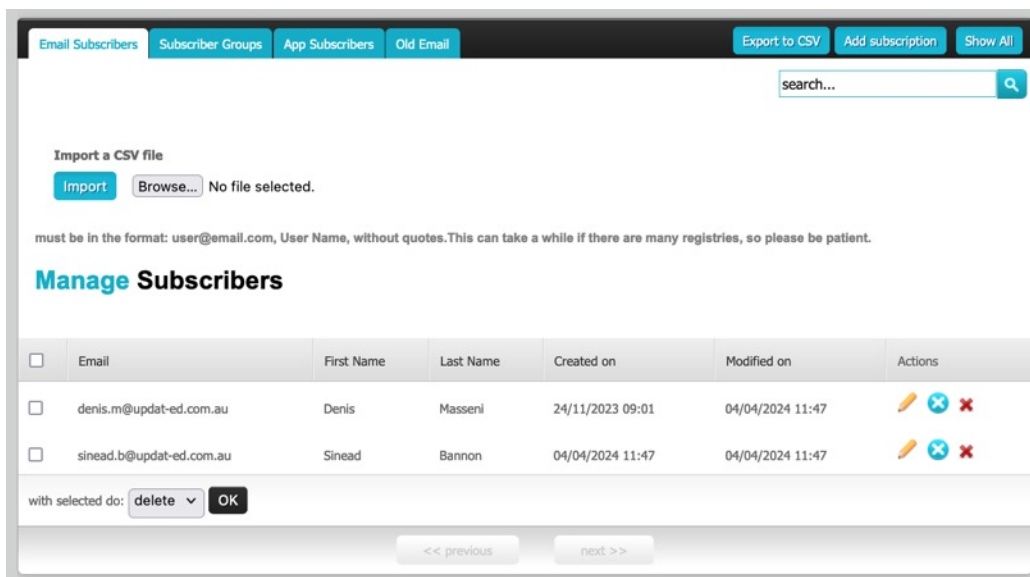
- Old Email works by sending an email directly from your website to your database of subscribers.
- We can import a database from a spreadsheet – this can be updated each year.
- You can break your subscribers into groups if you choose (eg. Year 1, Year 2 etc) or you can have one global group (eg. Newsletter)
- You can also get your parents to self-subscribe with a built in widget where they can fill in their details and an email goes to your office to approve an assign to appropriate group/s.
- **STEP 1:** Create your subscriber group/s
- **STEP 2:** Send your subscriber database to [helpdesk@update-ed.com.au](mailto:helpdesk@update-ed.com.au) to import into your website.









The screenshot shows the 'Manage Subscriber Groups' interface. At the top, there are tabs for 'Email Subscribers', 'Subscriber Groups', 'App Subscribers', and 'Old Email'. On the right, there are buttons for 'Add group' and 'Show All'. A search bar is located below the tabs. The main heading is 'Manage Subscriber Groups'. Below this is a table with the following data:

Group Name	Created On	Modified On	Actions
Newsletter	12/09/2022 02:54	04/04/2024 12:17	 

At the bottom of the table, there are navigation buttons: '<< previous' and 'next >>'.

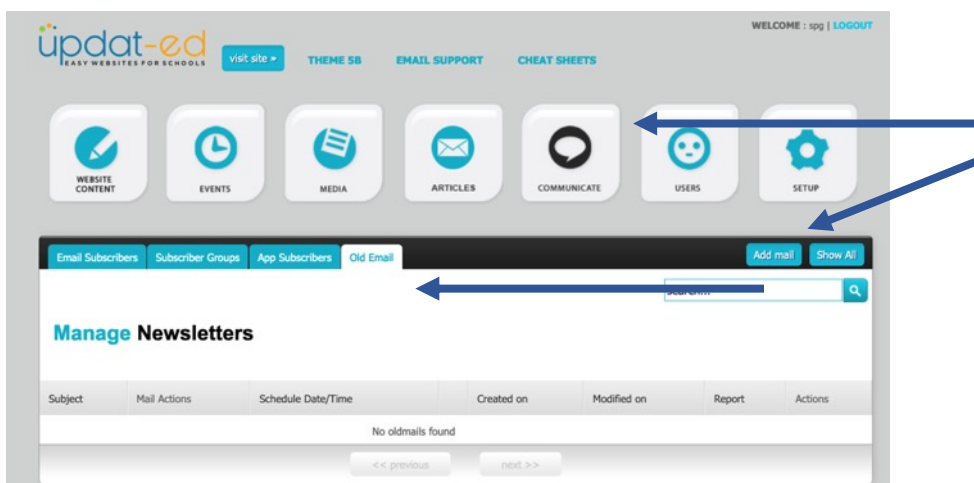


The screenshot shows the 'Manage Subscribers' interface. At the top, there are tabs for 'Email Subscribers', 'Subscriber Groups', 'App Subscribers', and 'Old Email'. On the right, there are buttons for 'Export to CSV', 'Add subscription', and 'Show All'. A search bar is located below the tabs. The main heading is 'Manage Subscribers'. Below this is a section for 'Import a CSV file' with an 'Import' button and a 'Browse...' button. Below that, there is a note: 'must be in the format: user@email.com, User Name, without quotes. This can take a while if there are many registries, so please be patient.' Below the note is a table with the following data:

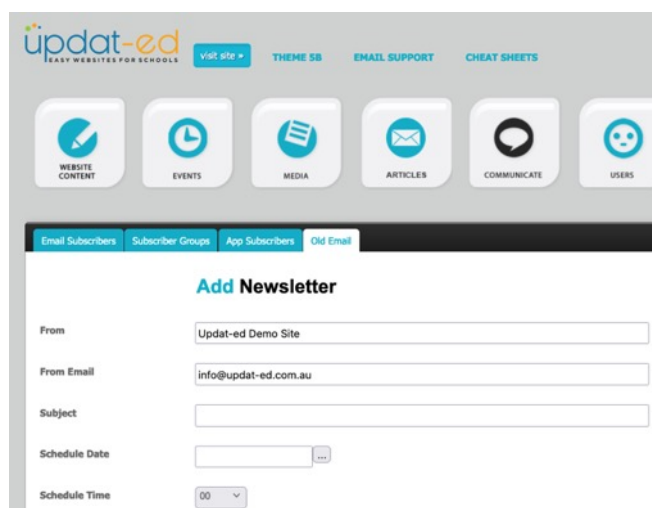
<input type="checkbox"/>	Email	First Name	Last Name	Created on	Modified on	Actions
<input type="checkbox"/>	denis.m@update-ed.com.au	Denis	Masseni	24/11/2023 09:01	04/04/2024 11:47	  
<input type="checkbox"/>	sinead.b@update-ed.com.au	Sinead	Bannon	04/04/2024 11:47	04/04/2024 11:47	  

At the bottom of the table, there is a row with the text 'with selected do:' followed by a 'delete' dropdown menu and an 'OK' button. Below the table, there are navigation buttons: '<< previous' and 'next >>'.

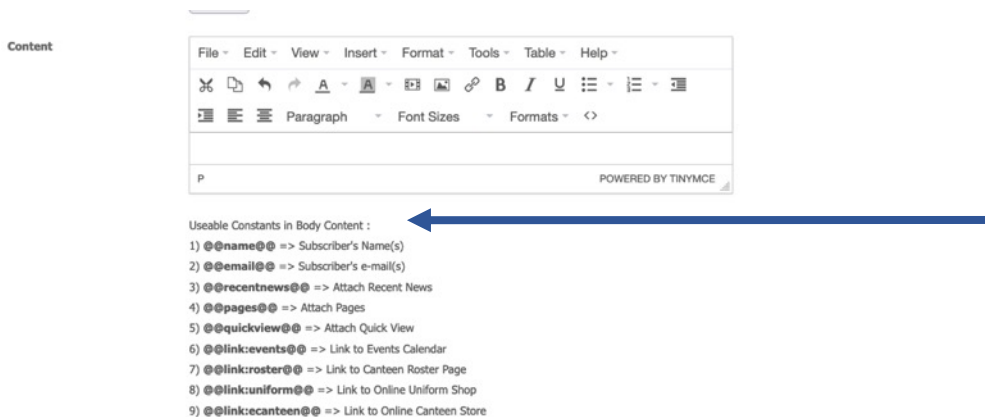
- Create the recent news articles that you would like to push out in a newsletter. For a guide on this step – see “Working with Recent News”
- Once you have created all your articles, it is time to launch your e-Newsletter.
- Go to COMMUNICATE – Old Email – Add Mail



- From and From Email are pre-populated from your website, but you can override these.
- Subject is the name of the Newsletter (or title of email)
- You can set a date/time to send the email using Schedule date/time but leave this blank for now.



- The **CONTENT** section is the body of the email. Here is a good place to put your Principal's message and other important reminders that are not appearing in the Recent News Articles that you will be attaching.
- Underneath the content section you will see "Useable Constants in Body Content" these are short pieces of code that will help you build your eNewsletter. See below:



Content

File - Edit - View - Insert - Format - Tools - Table - Help -

Undo Redo Text Color Background Color Bold Italic Underline List Link

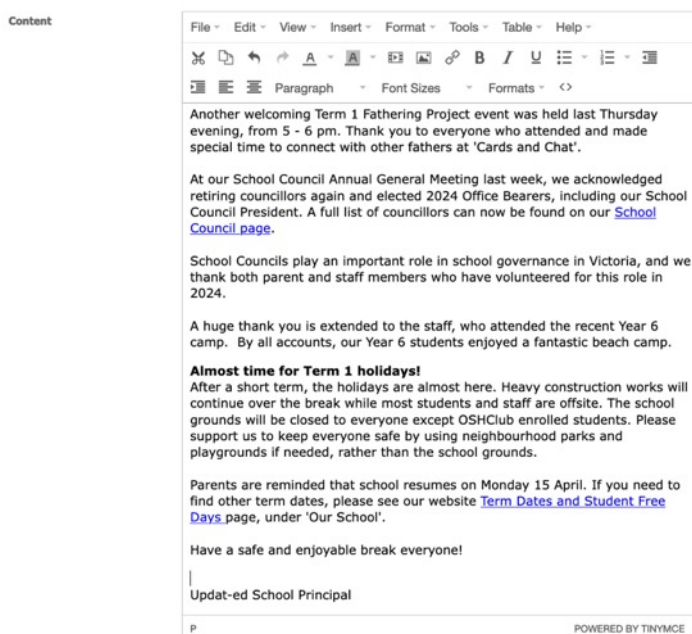
Paragraph Font Sizes Formats <>

P POWERED BY TINYMCE

Useable Constants in Body Content :

- 1) @@name@@ => Subscriber's Name(s)
- 2) @@email@@ => Subscriber's e-mail(s)
- 3) @@recentnews@@ => Attach Recent News
- 4) @@pages@@ => Attach Pages
- 5) @@quickview@@ => Attach Quick View
- 6) @@link:events@@ => Link to Events Calendar
- 7) @@link:roster@@ => Link to Canteen Roster Page
- 8) @@link:uniform@@ => Link to Online Uniform Shop
- 9) @@link:canteen@@ => Link to Online Canteen Store

- Copy and paste your Principal's message or type directly into the content section.



Content

File - Edit - View - Insert - Format - Tools - Table - Help -

Undo Redo Text Color Background Color Bold Italic Underline List Link

Paragraph Font Sizes Formats <>

Another welcoming Term 1 Fathering Project event was held last Thursday evening, from 5 - 6 pm. Thank you to everyone who attended and made special time to connect with other fathers at 'Cards and Chat'.

At our School Council Annual General Meeting last week, we acknowledged retiring councillors again and elected 2024 Office Bearers, including our School Council President. A full list of councillors can now be found on our [School Council page](#).

School Councils play an important role in school governance in Victoria, and we thank both parent and staff members who have volunteered for this role in 2024.

A huge thank you is extended to the staff, who attended the recent Year 6 camp. By all accounts, our Year 6 students enjoyed a fantastic beach camp.

**Almost time for Term 1 holidays!**  
After a short term, the holidays are almost here. Heavy construction works will continue over the break while most students and staff are offsite. The school grounds will be closed to everyone except OSHClub enrolled students. Please support us to keep everyone safe by using neighbourhood parks and playgrounds if needed, rather than the school grounds.

Parents are reminded that school resumes on Monday 15 April. If you need to find other term dates, please see our website [Term Dates and Student Free Days page](#), under 'Our School'.

Have a safe and enjoyable break everyone!

Updat-ed School Principal

P POWERED BY TINYMCE

- We can now add our Usable Constants – see below

Dear @@name@@, ←

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←

@@recentnews@@

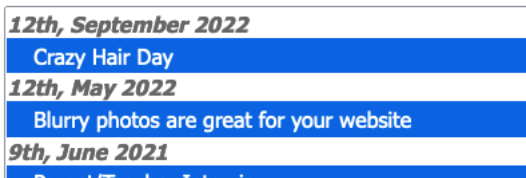
@@quickview@@

@@pages@@

- @@**name**@@: This will address the email to the first name of the subscriber.
- @@**recentnews**@@ and @@**pages**@@ will allow you to attach relevant articles and pages
- @@**quickview**@@ will allow you to attach the upcoming dates for your community

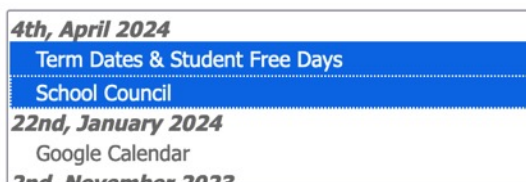
- Select the recent news articles that you wish to send out – ensure that you hold down CONTROL on your keyboard when selecting multiple articles.

**Attach Recent News**



- In the content of this email we referenced two pages from the website – School Council and Term Dates. We will add these to the email also.

**Attach Pages**



- Select the group/s that you wish to send the newsletter to and hit SAVE.

**Group**

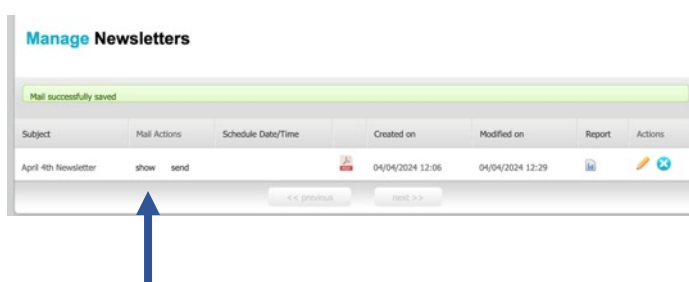
Newsletter

Select Subscriber Group(s) to Assign this Newsletter to be sent to.



Save Cancel

- You can preview your newsletter by hitting **SHOW**.



- Issue Title 
- Content 

**April 4th Newsletter**

Dear Denis,  
Another welcoming Term 1 Fathering Project event was held last Thursday evening, from 5 - 6 pm. Thank you to everyone who attended and made special time to connect with other fathers at 'Cards and Chat'.

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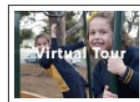
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[...Read More](#)

- Recent News Articles 



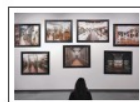
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[...Read More](#)



### Crazy Hair Day

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[...Read More](#)

- QuickView dates from calendar →

Event Quick View
Mon 8th April <a href="#">Feast of the Annunciation</a>
Mon 15th April to Fri 19th April <a href="#">Week 1 Term 2</a>
Mon 15th April to Wed 17th April <a href="#">Year 1/2 Swimming Program</a>
Mon 15th April <a href="#">Term 2 Begins</a>
Wed 17th April to Wed 26th June <a href="#">Fun &amp; Fitness</a>
Mon 22nd April to Fri 26th April <a href="#">Week 2 Term 2</a>
Mon 22nd April <a href="#">Prayer Assembly - ANZAC Day (SJ Leaders)</a>
Mon 22nd April to Wed 24th April <a href="#">Year 1/2 Swimming Program</a>
Thu 25th April <a href="#">ANZAC Day Holiday</a>
Thu 25th April <a href="#">Public Holiday</a>
Thu 25th April <a href="#">ANZAC Day Dawn Service</a>
Fri 26th April <a href="#">School Closure Day</a>
Mon 29th April to Fri 3rd May <a href="#">Week 3 Term 2</a>
Mon 29th April to Wed 1st May <a href="#">Year 1/2 Swimming Program</a>
Fri 3rd May <a href="#">District Cross Country</a>

- Attached Pages that were referenced in the content of email →

### School Council

School councils play a key role in Victorian government schools. Participating as a school council member is a rewarding and challenging experience. The school council supports the principal to provide the best possible educational outcomes for students. All school councils in Vic

[...View More](#)

### Term Dates & Student Free Days

2024 Victorian school term dates Term 1 State-wide Student-free Day Monday 29 January  
Student-free Day: Tuesday 30 January LPS students start school on Wednesday 31 January.  
Term 1 finishes on Thursday 28 March at 2:30pm. Term 2 Mond

[... View More](#)

- Once you are happy with the result – hit **SEND!**

