How do I schedule an email?

Mickey D. - 2023-03-08 - Communication

You can schedule an email to be sent at a later date. This will allow you to create the email beforehand and have your email sent out automatically on the chosen date and time.

Scheduling an Email

1. After you have composed your email, click on the **Options** tab within the **Email Settings** section.
2. Scroll down the page to the Send Now or Later header. Select **Schedule.**
3. Select a **date** and **time.**
4. Once you are ready to save the changes, click **Send.**

Note

All recipients of the email are set when you schedule the email, this will not update automatically. For example, if you select all your members as recipients during scheduling, but then members leave and/or join the organization as time passes, these member status changes will not reflect in your scheduled email. The members who left will still receive the scheduled email, the newly added members will not.
In such a case you can cancel the email, re-select the (updated) recipient list, then schedule the email again.

Scheduling your Bulletin - Times to Avoid

When scheduling your bulletin or newsletter, we recommend that you avoid scheduling your bulletin during transition times such as Midnight GMT and Midnight Eastern Standard Time (Toronto).

These times represent peak rendering periods during which MemberNova needs to refresh the data in select widgets and it may not update the widget by the time your bulletin is sent. This only affects date-sensitive widgets such as the Sponsors widget (it renders the first hour of the day).

When scheduling your bulletin to be sent, if you enter a date and time that is considered a peak period, a warning message will display recommending that you change the time.

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