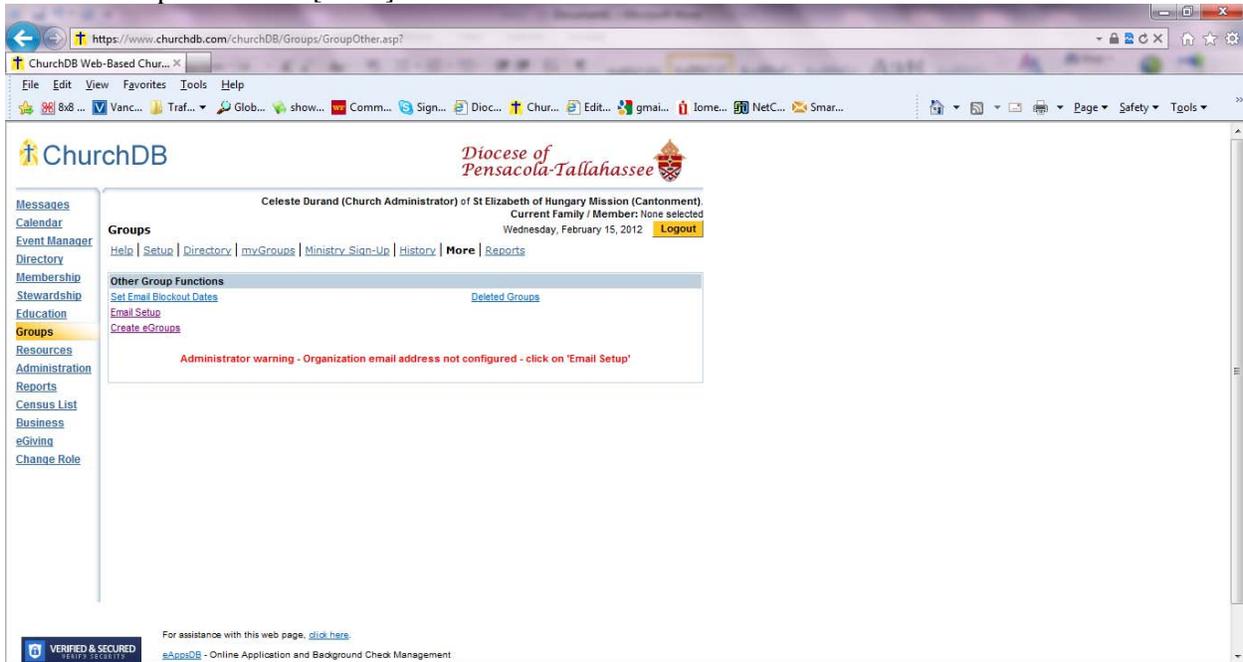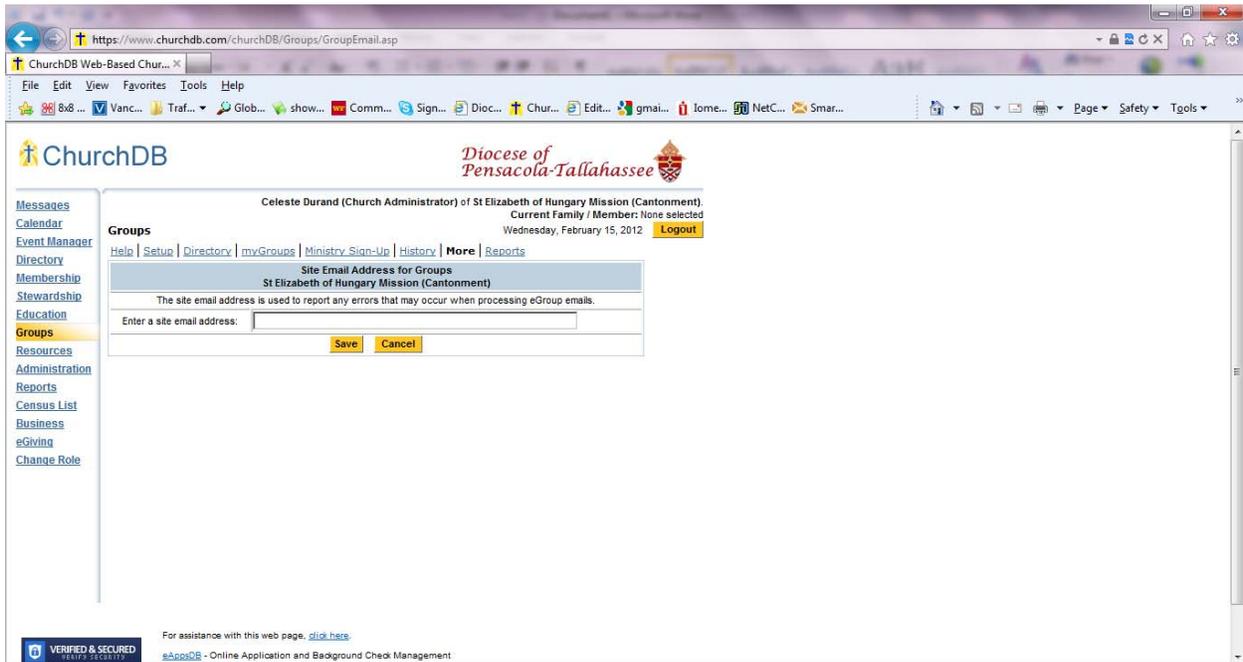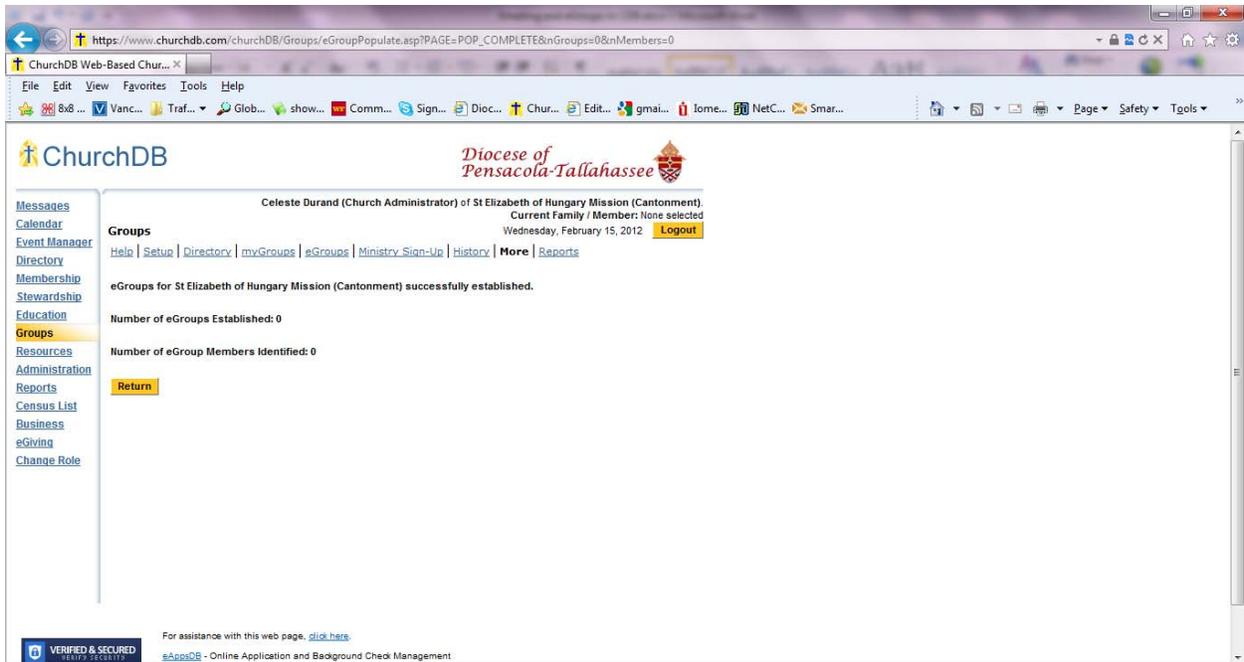Start in Groups then click [More]
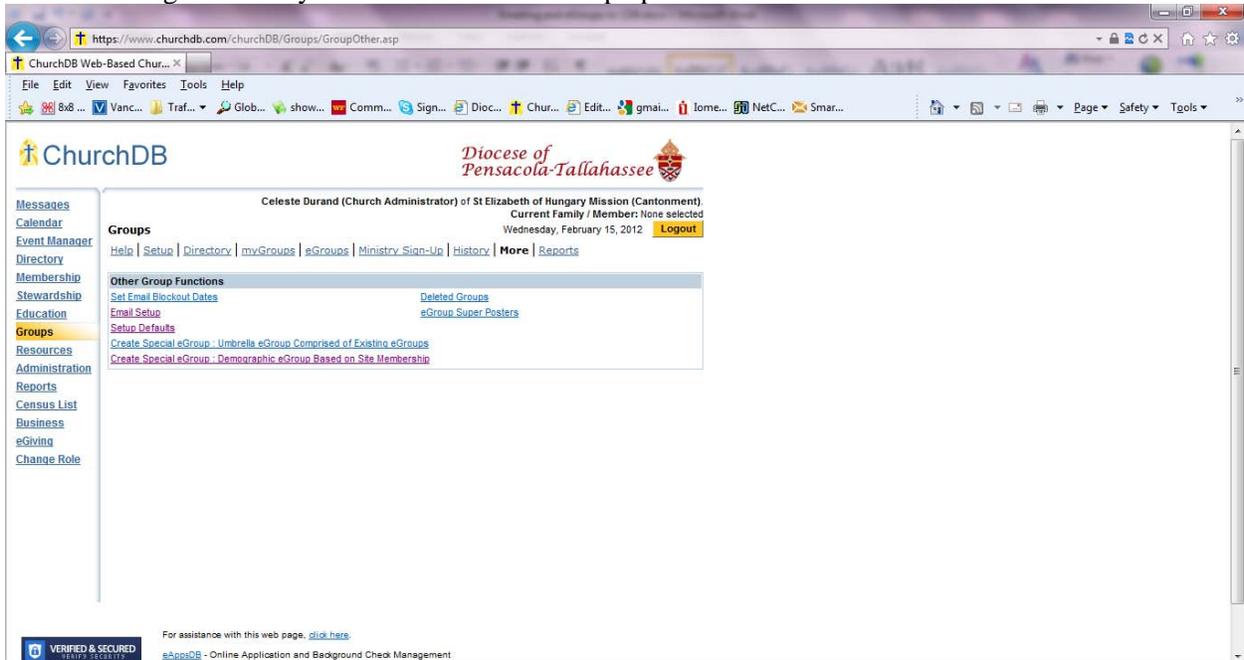

Choose the "Email Setup" option to enter the "return address" of the parish for emails that will be sent then click "Save."

(version a) Now click "Create eGroups." If you have already created Groups in CDB (say, for ministers or volunteers,) they will be converted to an eGroup – if we have an email address on record for them in this system. You will get a confirmation screen like below:
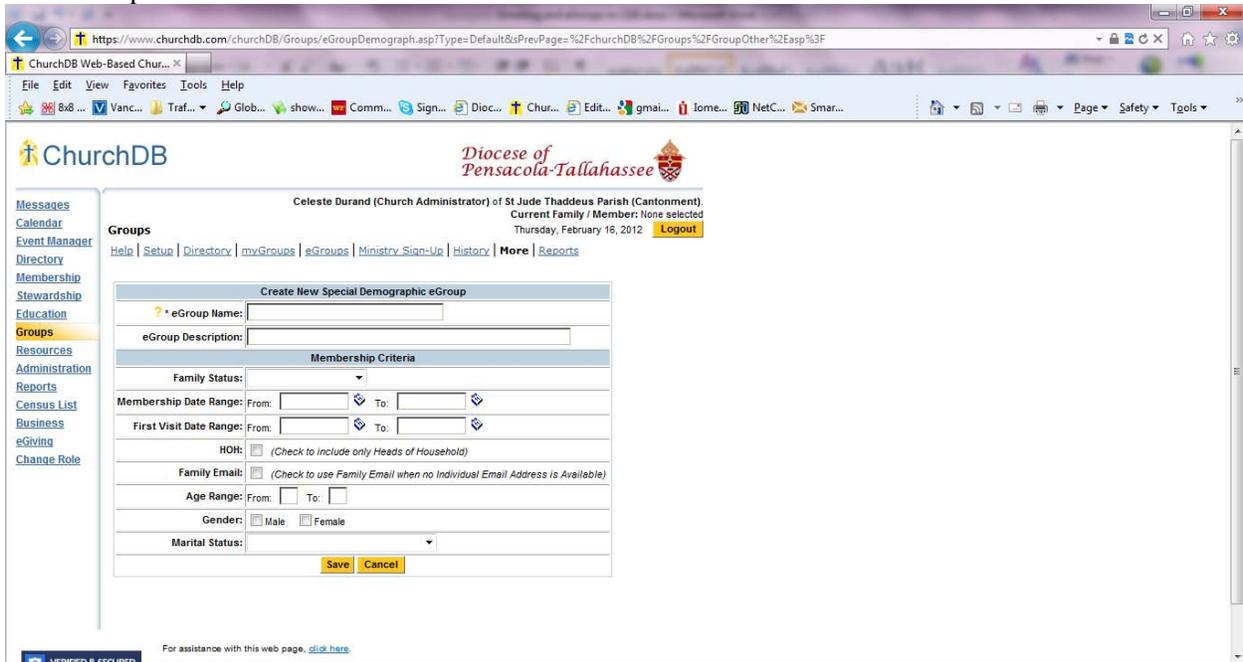
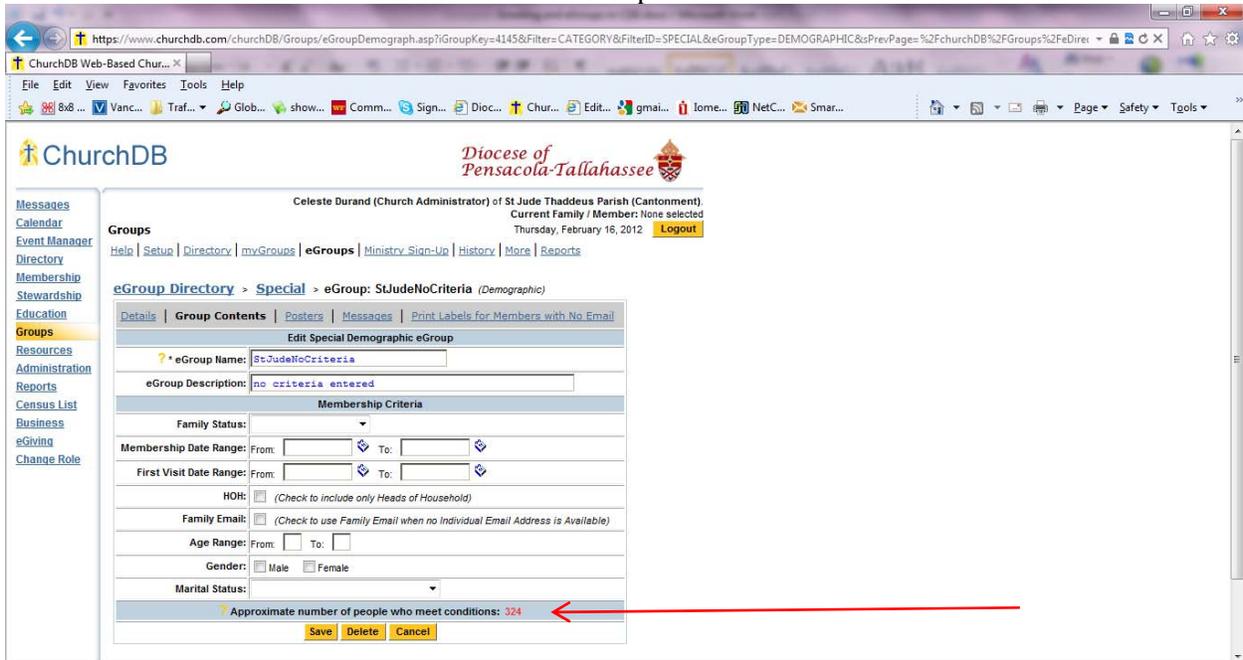After selecting "Return" you will have more eGroup options.

To create a Group of all parishioners with email addresses, choose "Other" The "title" of this group must be unique and NOT the same as what you will call the email version of this. This group can have members join form online OR be added by office staff. The "email version" will be used as a Distribution List from your "normal" email program.

You can also create an eGroup from specific demographic characteristics of your parishioners. From "Groups" choose "More." Click "Create Special eGroup : Demographic eGroup based on Site Membership." Like we saw previously, the eGroup Name must be unique across ALL parishes ('test' and 'test2' have already been taken!) Choose what you want to add email addresses, leaving everything blank will pull in ALL email addresses on file.

You will see the count of families added to this eGroup

From here you can also print mailing labels to request that parishioners submit their address for future reference OR allow you to easily contact other members by Post Office mail.

Once you've created a Group, it automatically becomes an eGroup. The recipient name (what you type into the "To" line in your email program) will be the unique NAME of this eGroup @egroups.churchdb.com. (For example: ParishAllEmails@egroups.churchdb.com)

You can add members from ChurchDB OR "outside members" who are NOT in your parish database but are part of this group (perhaps other pastors, staff at the Pastoral Center, etc.) You can also remove members. If you choose to include an "opt out" button in each message you send, recipients can choose to no longer receive emails from this eGroup address; that request is handled automatically in ChurchDB. You can see who has opted out (unsubscribed) in a report. It is suggested that general messages have this option but targeted email (to a ministry or council) should not. If those members do not want to stay in touch via email, they should notify someone in the parish office.