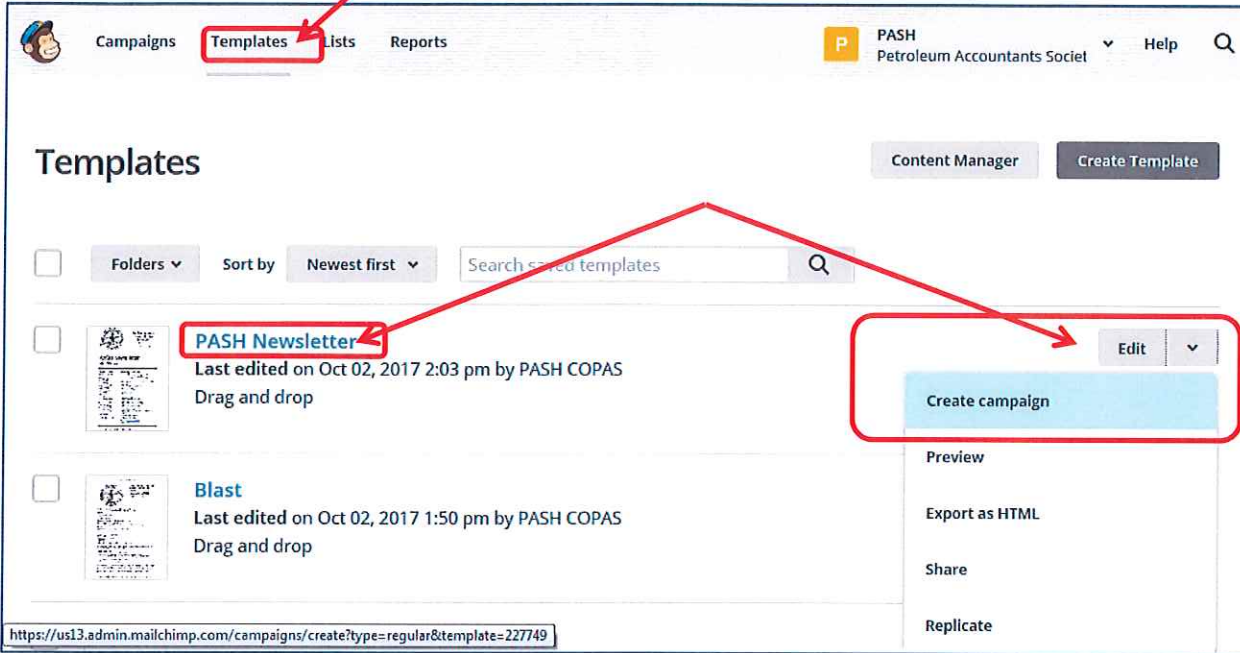


MailChimp

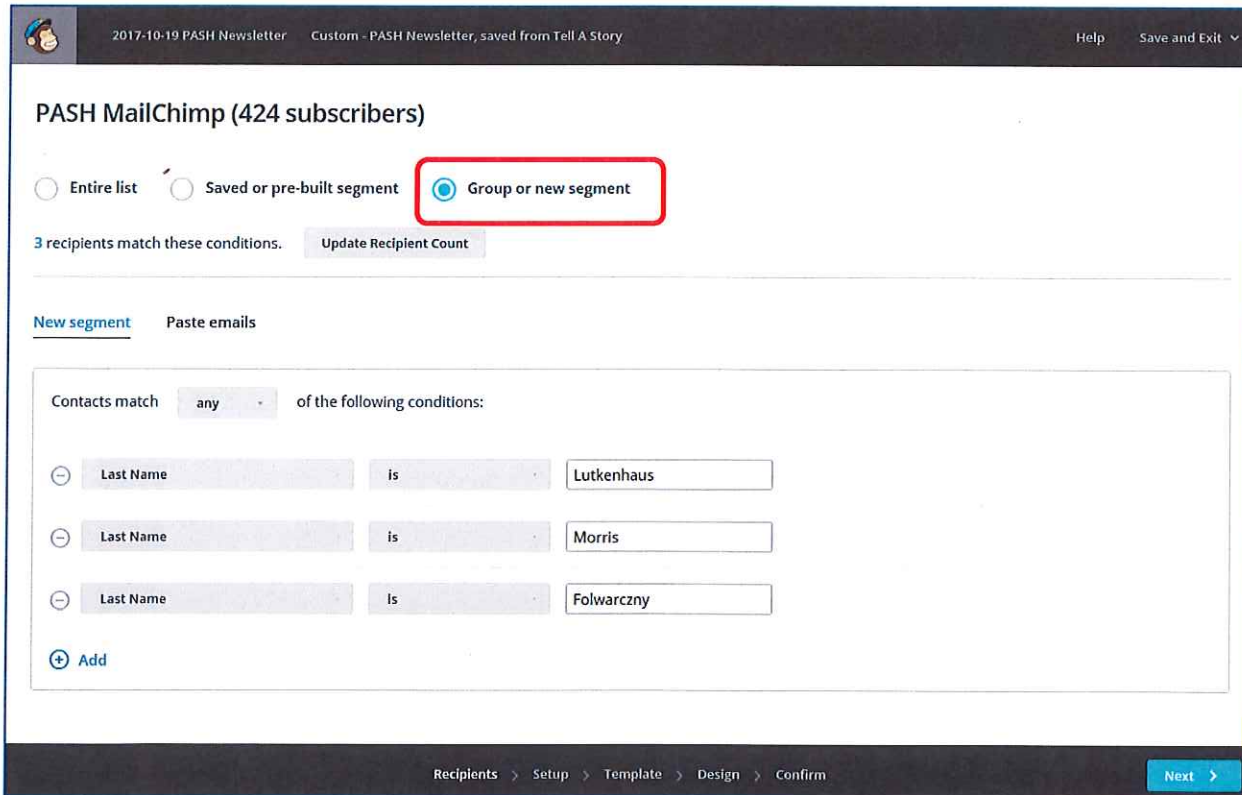
registration@pashcopas.org

pashcopas

pash#2009A



The screenshot shows the MailChimp 'Templates' page. At the top, there are navigation tabs for 'Campaigns', 'Templates', 'Lists', and 'Reports'. The 'Templates' tab is highlighted with a red box and an arrow pointing to it. On the right side of the header, there is a logo for 'PASH Petroleum Accountants Societ' and a 'Help' link. Below the header, there are buttons for 'Content Manager' and 'Create Template'. The main content area shows a list of templates. The first template is 'PASH Newsletter', which is highlighted with a red box. Below its name, it says 'Last edited on Oct 02, 2017 2:03 pm by PASH COPAS' and 'Drag and drop'. To the right of this template, there is an 'Edit' button with a dropdown arrow, also highlighted with a red box. A dropdown menu is open below the 'Edit' button, showing options: 'Create campaign', 'Preview', 'Export as HTML', 'Share', and 'Replicate'. The 'Create campaign' option is highlighted in blue. Below the template list, there is a URL: <https://us13.admin.mailchimp.com/campaigns/create?type=regular&template=227749>



The screenshot shows the MailChimp 'Recipients' selection screen. At the top, there is a header with the date '2017-10-19 PASH Newsletter', the name of the list 'Custom - PASH Newsletter, saved from Tell A Story', and a 'Help' link. Below the header, the title 'PASH MailChimp (424 subscribers)' is displayed. There are three radio button options for selecting recipients: 'Entire list', 'Saved or pre-built segment', and 'Group or new segment'. The 'Group or new segment' option is selected and highlighted with a red box. Below these options, it says '3 recipients match these conditions.' and there is an 'Update Recipient Count' button. The 'New segment' tab is active, and there is a 'Paste emails' option. Below this, there is a section for defining conditions: 'Contacts match any of the following conditions:'. There are three conditions listed: 'Last Name is Lutkenhaus', 'Last Name is Morris', and 'Last Name is Folwarczny'. Each condition has a minus sign to its left. At the bottom left of this section, there is an 'Add' button with a plus sign. At the bottom of the screen, there is a navigation bar with the steps 'Recipients > Setup > Template > Design > Confirm' and a 'Next >' button.

Untitled Custom - PASH Newsletter, saved from Tell A Story Help Save and Exit

Campaign info

Campaign name

Internal use only. Ex: "Newsletter Test#4"

Email subject 124 characters remaining

Preview text 150 characters remaining

This snippet will appear in the inbox after the subject line.

From name 53 characters remaining

Use something subscribers will instantly recognize, like your company name.

From email address

Campaign URL
[http://mailchi.mp/\[xxxxxx\]/2017-10-19-pash-newsletter](http://mailchi.mp/[xxxxxx]/2017-10-19-pash-newsletter) [edit](#)

Use Conversations to manage replies Paid accounts only
 When enabled, we'll generate a special reply-to address for your campaign. We'll filter "out of office" replies, then thread conversations into your subscribers' profiles and display them in reports.

Personalize the "To" field
 Include the recipient's name in the message using [merge tags](#) to make it more personal and help avoid spam filters. For example, *|FNAME|* *|LNAME|* will show "To: Bob Smith" in the email instead of "To: bob@example.com". This is more personal and may help avoid spam filters.

Specify *|MERGETAGS|* for recipient name

[Back](#) [Recipients](#) > [Setup](#) > [Template](#) > [Design](#) > [Confirm](#) [Next](#) >

Click on a section and edit it on the right—note that some have 2 columns and each column is edited separately

2017-10-19 PASH Newsletter Help Preview and Test Save as Template Save and Exit

PASH Newsletter

September 2017

In This Issue
 COPAS Fall Meeting
[Dinner Reservations](#)
 Location
 Parking Information
 Schedule & Rooms
 Meeting Dates
 President's Message
 Directory Photos
 Dinner Speaker
 CEE-IN-A-BOX
 Technical Session
 New Members
 Committee News

Meeting Location
 The Whitehall Houston
 1700 Smith St
 Houston, TX 77002

Parking is Valet-only paid by PASH

Schedule:
 1:30 p.m. CEE-IN-A-BOX Webinar
 3:00 p.m. Committees
 4:30 p.m. Technical Session
 5:30 p.m. Networking
 6:00 p.m. Dinner

2017-2018 Meeting Dates
 September 14, 2017
 October 19, 2017
 November 16, 2017
 December 7, 2017**
 January 18, 2018
 February 15, 2018
 March 15, 2018**
 April 19, 2018
 **Luncheon 11:30 am

Committee Meetings:
 2:00pm Education - Bayou B
 3:00pm Audit - Bayou B
 3:00pm Joint Interest - Bluebonnet A
 3:00pm Revenue - Ambassador (1st Floor)
 Not Meeting: Financial Reporting

Technical Sessions (CPE):
 1:30pm CEE-IN-A-BOX Webinar - Bluebonnet A
 4:30pm Technical Session - Bluebonnet A

Networking Social Hour:
 5:30pm Bluebonnet Entry

Dinner ([click here to RSVP](#)):
 6:00pm Bluebonnet B

Text

Content Style Settings

Column 1 Column 2

Meeting Location
 The Whitehall Houston
 1700 Smith St,
 Houston, TX 77002

Parking is Valet-only paid by PASH


Schedule:
 1:30 p.m. CEE-IN-A-BOX Webinar
 3:00 p.m. Committees
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 6:00 p.m. Dinner

[Save & Close](#) We'll autosave every 20 seconds

[Back](#) [Recipients](#) > [Setup](#) > [Template](#) > [Design](#) > [Confirm](#) [Next](#) >

Do not send until reviewed by the Publicity BOD Liaison.

2017-10-19 PASH Newsletter Help Preview and Test Save as 1



**Petroleum Accountants
Society of Houston**
P.O. Box 3005
Houston, Texas 77253
(713) 526 - 6070

Enter preview mode	1
Send a test email	2
Push to mobile	3
Open Link Checker	4
Social Cards	5

PASH Newsletter

October 2017

In This Issue

- [Dinner Reservations](#)
- [Location](#)
- [Schedule & Rooms](#)
- [Meeting Dates](#)
- [Parking Information](#)
- [PASH BOD](#)
- [PASH Dues - late](#)
- [Directory Photos](#)
- [Dinner Speaker](#)
- [CPE Requirements](#)
- [CEE-IN-A-BOX](#)
- [Technical Session](#)
- [New Members](#)
- [Committee News](#)

Meeting Location
The Whitehall Houston
1700 Smith St.
Houston, TX 77002

Parking is Valet-only paid by PASH

Schedule:
1:30 p.m. CEE-IN-A-BOX Webinar
3:00 p.m. Committees
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5:30 p.m. Networking
6:00 p.m. Dinner

Text

Boxed Text

Divider

Image Card

Image + Caption

Social Share

Footer

Code

Video

< Back Recipients > Setup > Template > Design > Confirm

AFTER APPROVAL, blast may be sent.

Untitled Custom - PASH Newsletter, saved from Tell A Story

PASH MailChimp (424 subscribers)

Entire list
 Saved or pre-built segment
 Group or new segment

424 recipients. Everyone in your list will receive this email.

Next Step: Setup >

2017-10-19 PASH Newsletter Custom - PASH Newsletter, saved from Tell A Story Help Save and Exit

Campaign info

Campaign name

Internal use only. Ex: "Newsletter Test#4"

Email subject 124 characters remaining

[How do I write a good subject line?](#) • [Emoji support](#)

Preview text 150 characters remaining

This snippet will appear in the inbox after the subject line.

From name 53 characters remaining

Use something subscribers will instantly recognize, like your company name.

From email address

Campaign URL

Use Conversations to manage replies Paid accounts only
 When enabled, we'll generate a special reply-to address for your campaign. We'll filter "out of office" replies, then thread conversations into your subscribers' profiles and display them in reports.

Personalize the "To" field
 Include the recipient's name in the message using [merge tags](#) to make it more personal and help avoid spam filters. For example, `*|FNAME|* *|LNAME|*` will show "To: Bob Smith" in the email instead of "To: bob@example.com". This is more personal and may help avoid spam filters.
 Specify `*|MERGETAGS|*` for recipient name

< Back Recipients > Setup > Template > Design > Confirm Next >

2017-10-19 PASH Newsletter Custom - PASH Newsletter, saved from Tell A Story Help Save and Exit

Change template

Currently selected: PASH Newsletter

LAYOUTS Themes Saved templates Campaigns Code your own

Featured

<p>Logo</p> <p>Showcase your products.</p> <p>Sell Products Market a line of products or promote seasonal items.</p>	<p>Logo</p> <p>Share your big news.</p> <p>Make an Announcement Share details about a sale, event, or other big news.</p>	<p>Logo</p> <p>Share your story.</p> <p>Tell A Story Send a newsletter to let people know what you've been up to.</p>	<p>Logo</p> <p>Send a tailored follow-up email.</p> <p>Follow Up Send a tailored email to people who have engaged with you.</p>	<p>Logo</p> <p>Help people use your product or service.</p> <p>Educate Explain your products or share knowledge about a topic.</p>
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Basic

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< Back Recipients > Setup > Template > Design > Confirm Next >

2017-10-19 PASH Newsletter Help Preview and Test Save as Template Save and Exit



**Petroleum Accountants
Society of Houston**
P.O. Box 3005
Houston, Texas 77253
(713) 526 - 6070

PASH Newsletter
September 2017

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[Committee News](#)

2017-2018

Meeting Location
 The Whitehall Houston
 1700 Smith St.
 Houston, TX 77002

Parking is Valet-only paid by PASH

Schedule:
 1:30 p.m. CEE-IN-A-BOX Webinar
 3:00 p.m. Committees
 4:30 p.m. Technical Session
 5:30 p.m. Networking
 6:00 p.m. Dinner

Committee Meetings:

Content Design Comments

Drag any of the blocks below into the campaign preview on the left. Go ahead, try dragging a text block to the top of your campaign.

[Skip these messages](#)

Text

Boxed Text

Divider

Image

Image Group

Image Card

Image + Caption

Social Share

Social Follow

Next >

[Back](#) [Recipients](#) > [Setup](#) > [Template](#) > [Design](#) > [Confirm](#)

2017-10-19 PASH Newsletter Help Preview and Test Save and Exit

You're all set to send!

Review the feedback below before sending your campaign.

✓ **List**
 MailChimp will deliver this to a segment of the PASH MailChimp list. [\(3 recipients\)](#)
[> Segmentation conditions](#) Edit

✓ **Subject line**
 "2017-10-19 PASH Newsletter" Edit

✓ **Replies**
 All replies will go to Petroleum Accountants Society of Houston (PASH)
 <registration@pashcopas.org>. Edit

✓ **Tracking**
 You chose to track clicks and opens in the HTML email.
 Clicks in the plain-text email will also be tracked. Edit

✓ **Sharing and Social Media** Edit

[Back](#) [Recipients](#) > [Setup](#) > [Template](#) > [Design](#) > [Confirm](#) Schedule Send