

1. Email all commissioners the Thursday after the Board meeting.
2. They will reply with the items that they want included. They have been informed to submit items exactly as they want them to appear on the newsletter. You should not have to edit their typos. However, you may have to adjust the font and/or size of the text.
3. On the website go to Email & Text in the Blue bar and choose Email. This is usually sent the Tuesday after the monthly board meeting.
  - a. Under Groups choose Programs
    - i. Click Add All
  - b. Under Groups choose Archived Programs
    - i. Click Add All
  - c. Erase the additional recipient
  - d. Click Next to go to Step 2
  - e. Change the From Name to VAA Happenings
  - f. Change the From Email to [happenings@vaasports.org](mailto:happenings@vaasports.org)
  - g. Enter a subject of VAA <month> Happenings
  - h. Choose the Newsletter template
  - i. Copy/Edit the content
  - j. Click Next to go to Step 3
  - k. Review the email. If there aren't any changes click Send
4. On the VAA website under VAA Info choose Happenings Newsletter
  - a. Under the Content Manager choose Add
  - b. Name the page- <month> <year> e.g. October 2013
  - c. Change the parent page to Happenings Newsletter
  - d. Next to Insert page choose Add to End
  - e. Check the box next to All Users for View Page
  - f. Click Save
  - g. Mouse over the Enter Title and choose the pencil
  - h. Enter the title of the page- <month> <year> e.g. October 2013. Click the Update icon.
  - i. Click the Edit Content link at the bottom right
  - j. Paste in the content that was also in the email
  - k. Click Save
  - l. Copy the address from the address bar
5. On the VAA home page click the Rotator
  - a. Click Edit next to the Current Happenings Newsletter
  - b. Paste the update address previously copied in step 4l into the URL field, erasing the previous address
  - c. Click Save Content