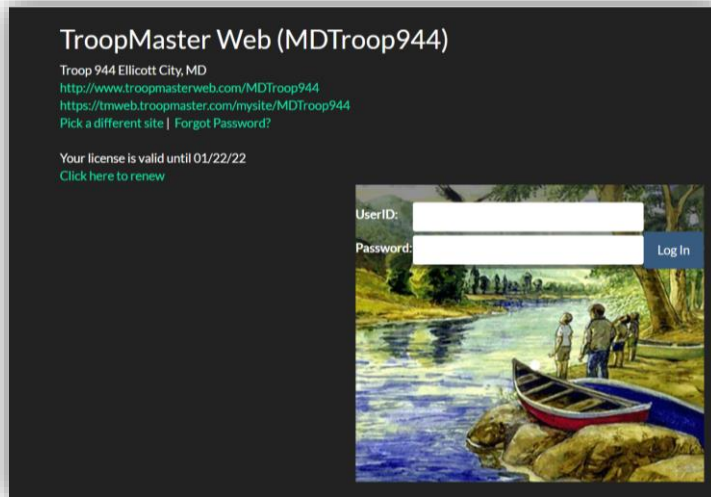


# TroopMaster Instructions – Sending an Email

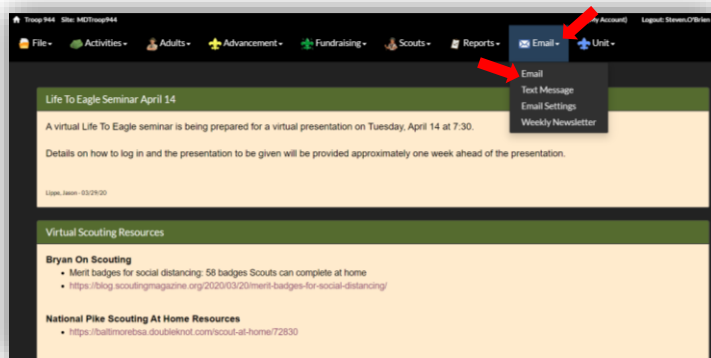
## **Sending an Email from TroopMaster to Patrols:**

These are the basic instructions to setup sending an email to one or more patrols.



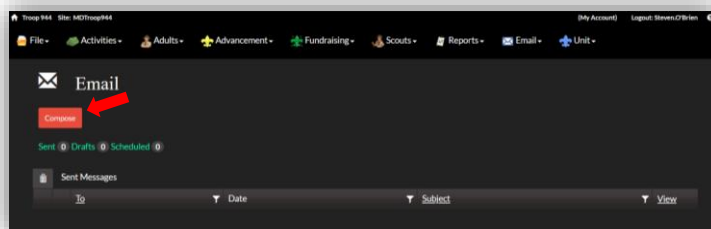
### **Log In**

- User your user name & password to log in
- You can also access through desktop computer browser or phone



### **Email**

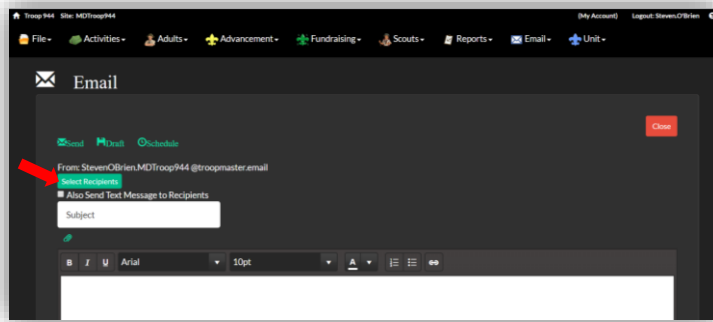
- From the Main Page, select "Email"
- Then "Email"



### **Compose Email**

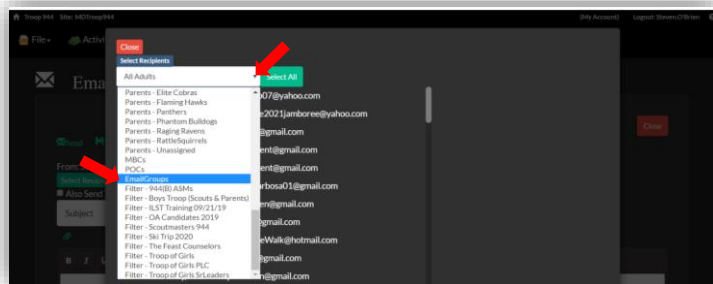
- From the Email Page, select "Compose"

# TroopMaster Instructions – Sending an Email



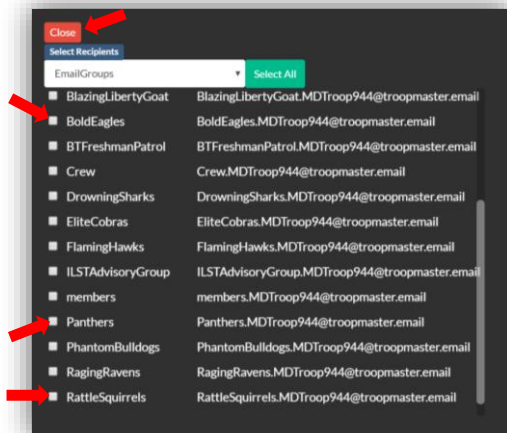
## Select Recipients

- From the Email, select “Select Recipients”



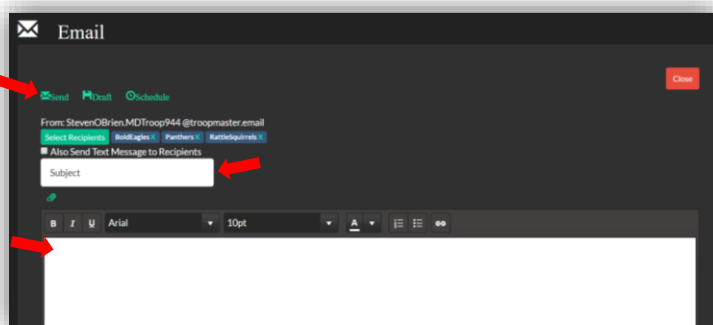
## Select Recipients Continued

- From the “Select Recipients”, select the dropdown arrow
- Then scroll down, select “EmailGroups”



## Select Patrols

- From the “EmailGroups”, check the box next to each Patrol to send an email
- Then select “Close”



## Compose Email and Send

- Enter Subject of email
- Type email to be sent
- Click “✉️Send” to send email

# TroopMaster Instructions – Sending an Email

## Basic Structure of an Email:

Email is a basic means of electronic communications. How we write and structure our email will determine the success of the email communications we send. There are many ways to structure an email. The following is intended to assist in composing a basic email communication.

A basic email has three (3) parts.

### 1. Recipients

These are the email addresses of the individual(s) or group(s) that the email is being sent to.

### 2. Subject

The subject should be short and let the email recipient know what the email is about.

<b>Example 1:</b>	<b>Example 2:</b>
Subject: Troop 944 March 2020 PLC Notes	Subject: Troop 944 Raging Ravens Information
<b>Example 3:</b>	<b>Example 4:</b>
Subject: Troop 944 Camping Merit Badge	Subject: Troop 944 Panthers Campout Planning

### 3. Body

#### A. Greeting

Begin by addressing the person or group the email is intended.

<b>Example 1 (to a Patrol):</b>	<b>Example 2 (to Adult Leader):</b>
Hello Drowning Sharks Patrol	Mr./Mrs./Miss Doe

#### B. Opening Sentence

The opening sentence should state the purpose of your email. This may be PLC information that is being passed or you are asking an Adult Leader a question.

<b>Example 1 (PLC Notes; see example 1 in below in section C for the main body):</b>
Below are the notes from the PLC meeting on Monday, 5 April 2020.
<b>Example 2 (Merit Badge Counselor; see example 2 in below in section C for the main body):</b>
I am interested in working on the Cooking Merit Badge and was hoping that you could be my counselor.

#### C. The main body of your message

This is where the information you are sharing with the reader will go. There may be several subjects. Keep it simple and to the point. Use paragraphs to divide up subjects. Use bullets if there are several information messages to share.

<b>Example 1 (PLC Notes; see example 1 above in section B for the opening sentence):</b>
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## TroopMaster Instructions – Sending an Email

TBD

**Example 2 (Merit Badge Counselor; see example 2 above in section B for the opening sentence):**

TBD

### D. Instruction on the next step

The last line is to provide some instruction to the reader. If you are expecting a response from the reader or expecting the reader to take some action, be very explicit. Or this can be a simple thank you if you are not expecting a response.

**Example 1:**

**Example 2:**

### E. Closing

This is the end, where you sign your name.

**Example 1:**

Yours in Scouting  
John Doe  
Patrol Leader, Panthers

**Example 2:**

YIS  
Johnny Appleseed  
Assistant Senior Patrol Leader, Programs

**Example 3:**

Thank you  
Billy Bob  
Blazing Scorpions

<https://englishwithasmile.org/2013/11/30/basic-email-course-the-structure-of-your-email/>