

How to use
the RSMAIL
Newsletter System
on the
Thames Sailing
Club Website

Preparing to send out an email newsletter.

Before sending an email newsletter you need to spend some time preparing your content. You can do this in a note pad, Microsoft Word or any other word processing programme you are familiar with.

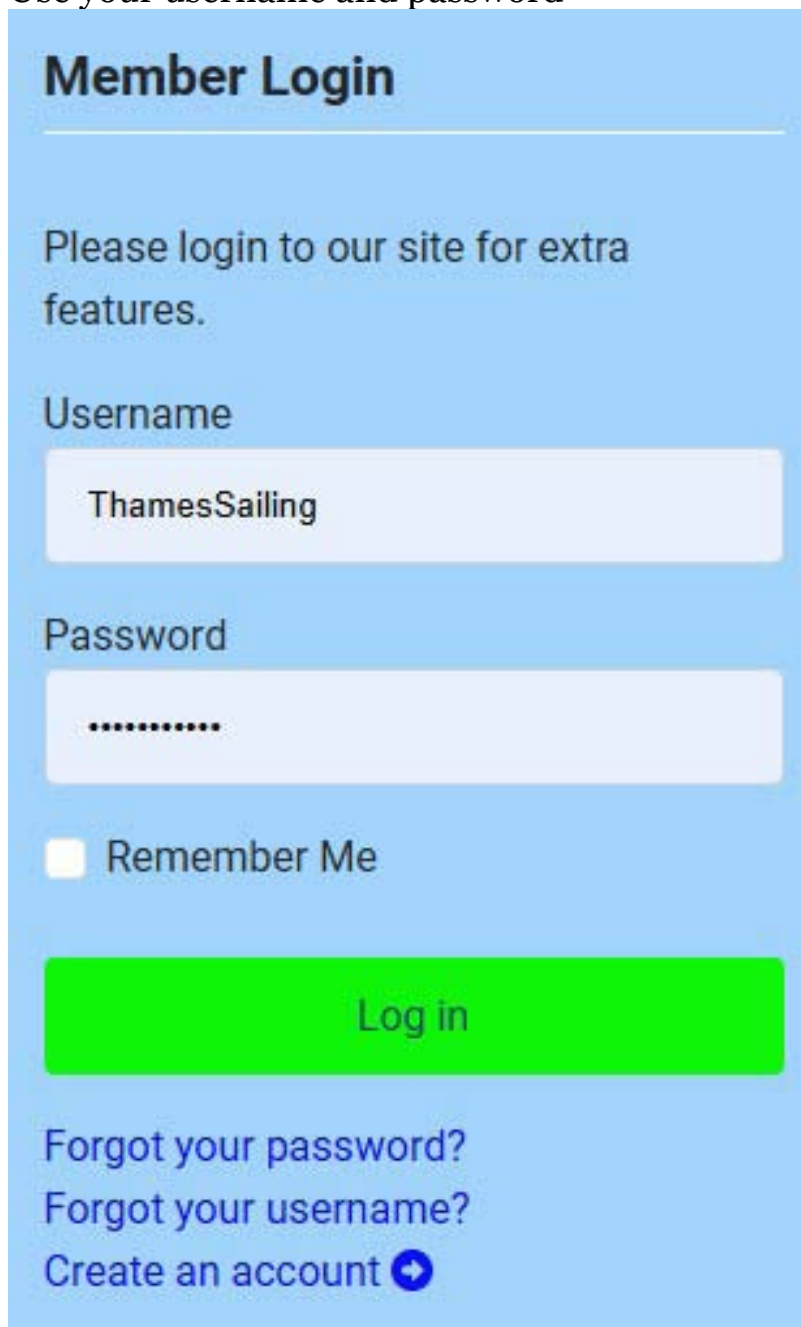
I recommend Grammarly to check your grammar and spelling.

(<https://app.grammarly.com/>)

Getting Started

1. Logon to the website

Use your username and password



Member Login


Please login to our site for extra features.

Username

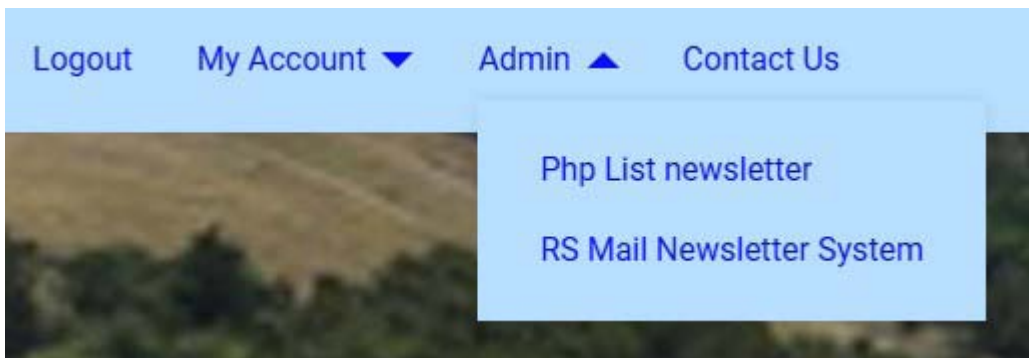
Password

Remember Me

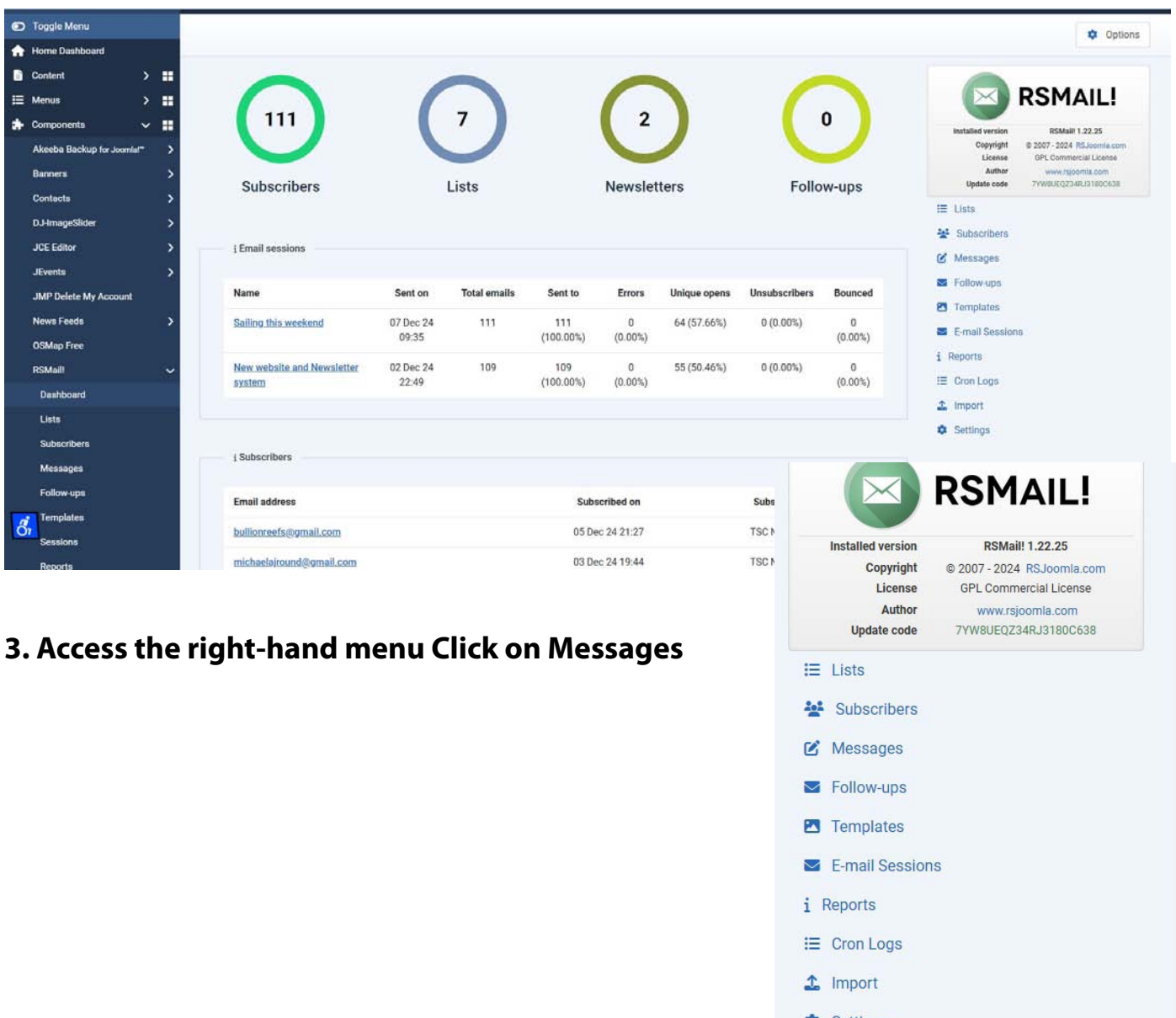
[Log in](#)

[Forgot your password?](#)
[Forgot your username?](#)
[Create an account](#) 

2. Access the Admin drop down menu on the top menu bar. Select RS Mail Newsletter system



This action will bring up the RS MAIL dashboard



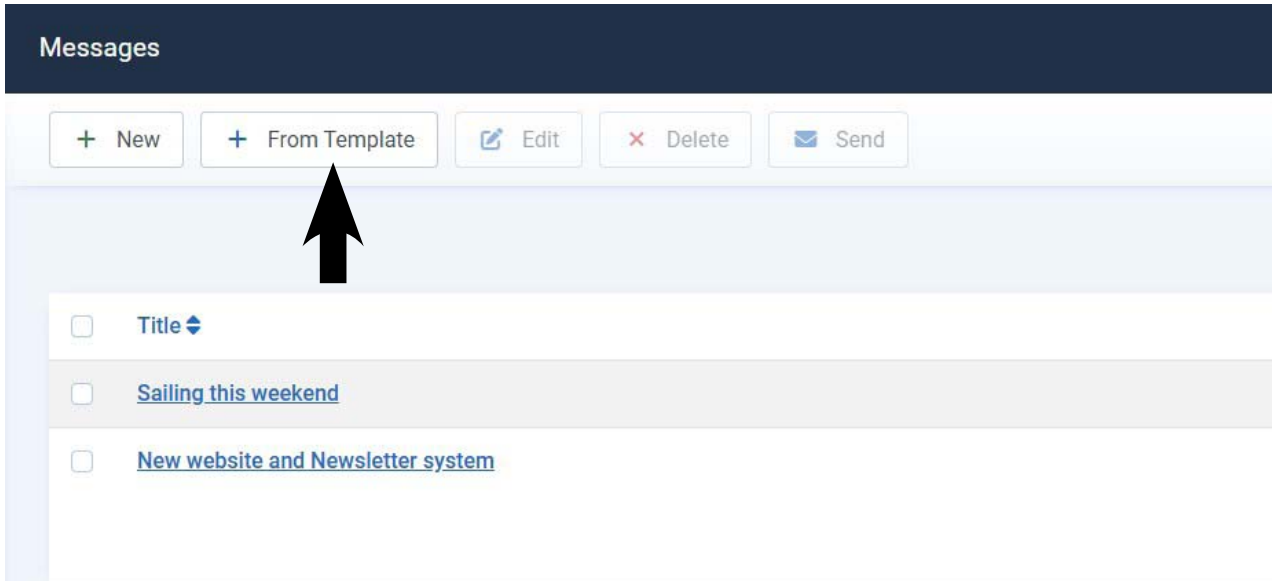
The screenshot displays the RSMAIL dashboard. At the top, there are four circular statistics: Subscribers (111), Lists (7), Newsletters (2), and Follow-ups (0). Below these is a table of email sessions. The sidebar on the left contains a 'Toggle Menu' and various Joomla! components, with 'RSMail' expanded to show 'Dashboard', 'Lists', 'Subscribers', 'Messages', 'Follow-ups', 'Templates', 'Sessions', and 'Reports'. The 'Messages' option is highlighted in blue. On the right, there are two 'RSMAIL!' information boxes showing version 1.22.25 and copyright information. A vertical menu on the far right lists: Lists, Subscribers, Messages, Follow-ups, Templates, E-mail Sessions, Reports, Cron Logs, Import, and Settings.

Name	Sent on	Total emails	Sent to	Errors	Unique opens	Unsubscribers	Bounced
Sailing this weekend	07 Dec 24 09:35	111	111 (100.00%)	0 (0.00%)	64 (57.66%)	0 (0.00%)	0 (0.00%)
New website and Newsletter system	02 Dec 24 22:49	109	109 (100.00%)	0 (0.00%)	55 (50.46%)	0 (0.00%)	0 (0.00%)

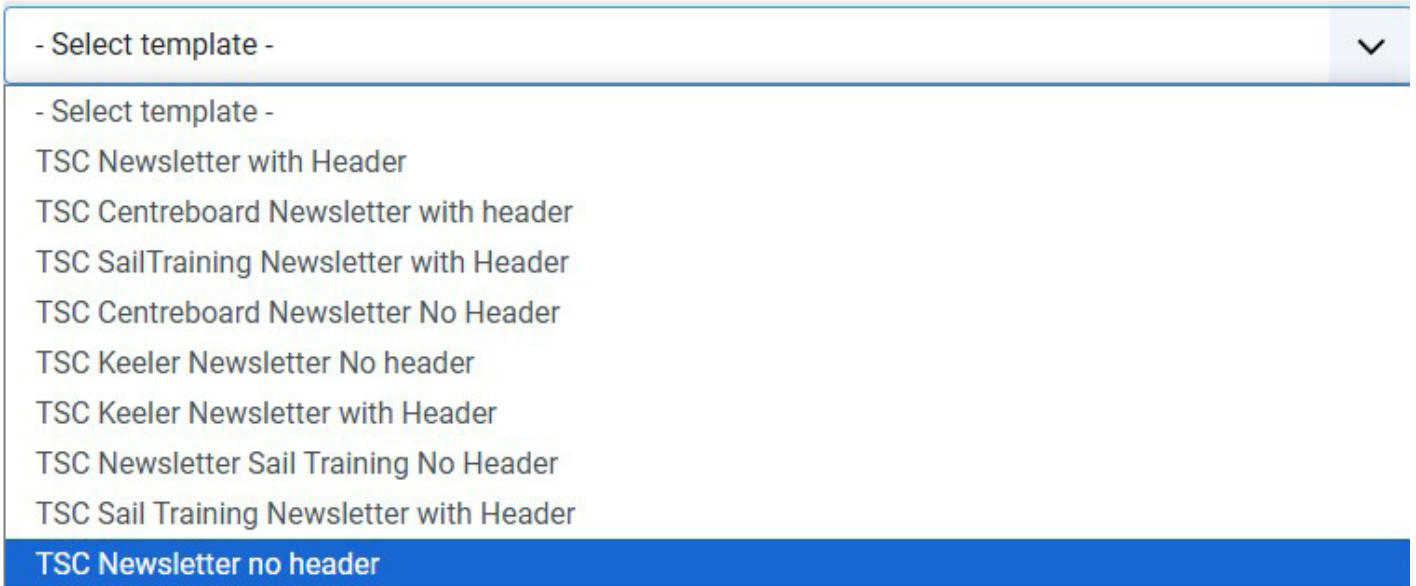
Email address	Subscribed on	Subs
bullionreefs@gmail.com	05 Dec 24 21:27	TSC M
michaelajround@gmail.com	03 Dec 24 19:44	TSC M

3. Access the right-hand menu Click on Messages

4. To create a new Message (email newsletter) use the +Templates button
Select the Template you want. There are 4 newsletter templates set up .



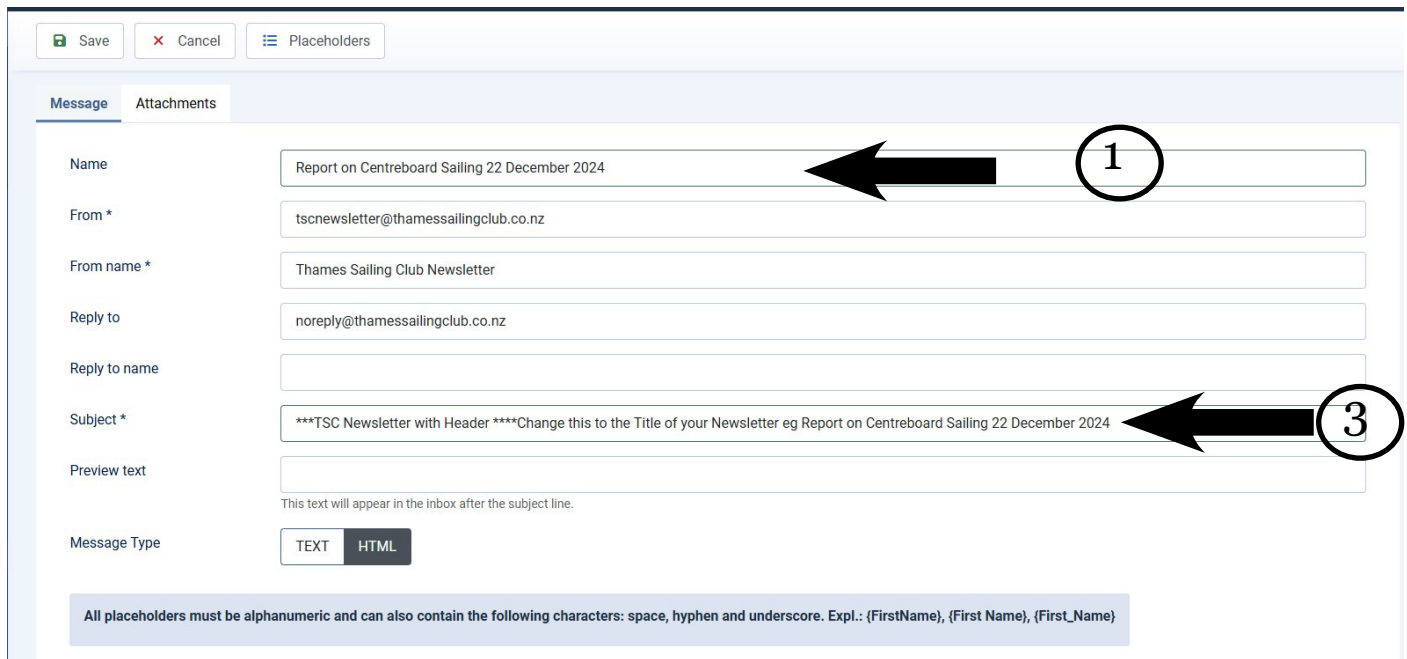
Then select the newsletter template you wish to use.



Each Newsletter has two options either with or without a header image.

5. Complete the details in the top section of the newsletter

1. Fill out the Name field with a suitable Title for your newsletter e.g. “Sailing Club Xmas Newsletter” This field is used to name your newsletter for future reference.



The screenshot shows an email creation form with the following fields and annotations:

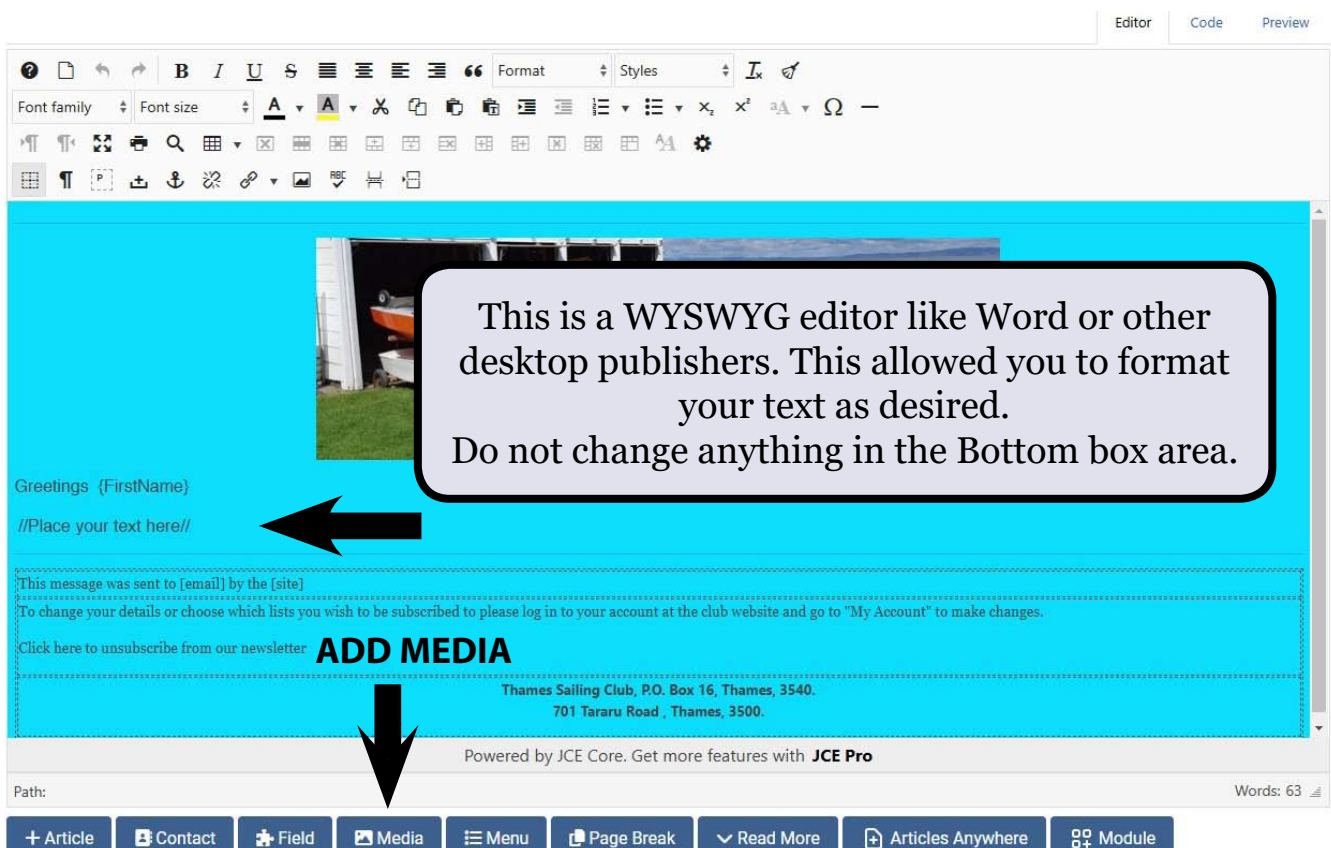
- Name:** "Report on Centreboard Sailing 22 December 2024" (An arrow points to this field with a circled '1').
- From *:** "tscnewsletter@thamessailingclub.co.nz"
- From name *:** "Thames Sailing Club Newsletter"
- Reply to:** "noreply@thamessailingclub.co.nz"
- Reply to name:** (Empty)
- Subject *:** "***TSC Newsletter with Header ***Change this to the Title of your Newsletter eg Report on Centreboard Sailing 22 December 2024" (An arrow points to this field with a circled '3').
- Preview text:** (Empty)
- Message Type:** "TEXT" (Selected), "HTML" (Unselected)

A note at the bottom states: "All placeholders must be alphanumeric and can also contain the following characters: space, hyphen and underscore. Expl.: {FirstName}, {First Name}, {First_Name}"

2. Leave the Fields “From”, “From name” ,“Reply to” as they are.

3. Change the Subject Field to the Title of your email in 1.

6. Create or Cut and paste your prepared content from your desktop publishing programme in the “Place your text here” area (arrowed) as indicated.



The screenshot shows a WYSIWYG editor interface with the following elements:

- Toolbar:** Includes options for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, and other formatting tools.
- Main Content Area:** Contains a blue background with a placeholder text: "Greetings {FirstName}" and "//Place your text here//". An arrow points to this area.
- Text Box:** A callout box with a black border contains the text: "This is a WYSWYG editor like Word or other desktop publishers. This allowed you to format your text as desired. Do not change anything in the Bottom box area."
- Footer:** Includes a link to unsubscribe, "ADD MEDIA" button, contact information for Thames Sailing Club, and a footer for JCE Core.

How to add Media to your Message

If you have a good image that you wish to place in your newsletter firstly you need to place it into a photo editing programme to resize it to 800px wide.

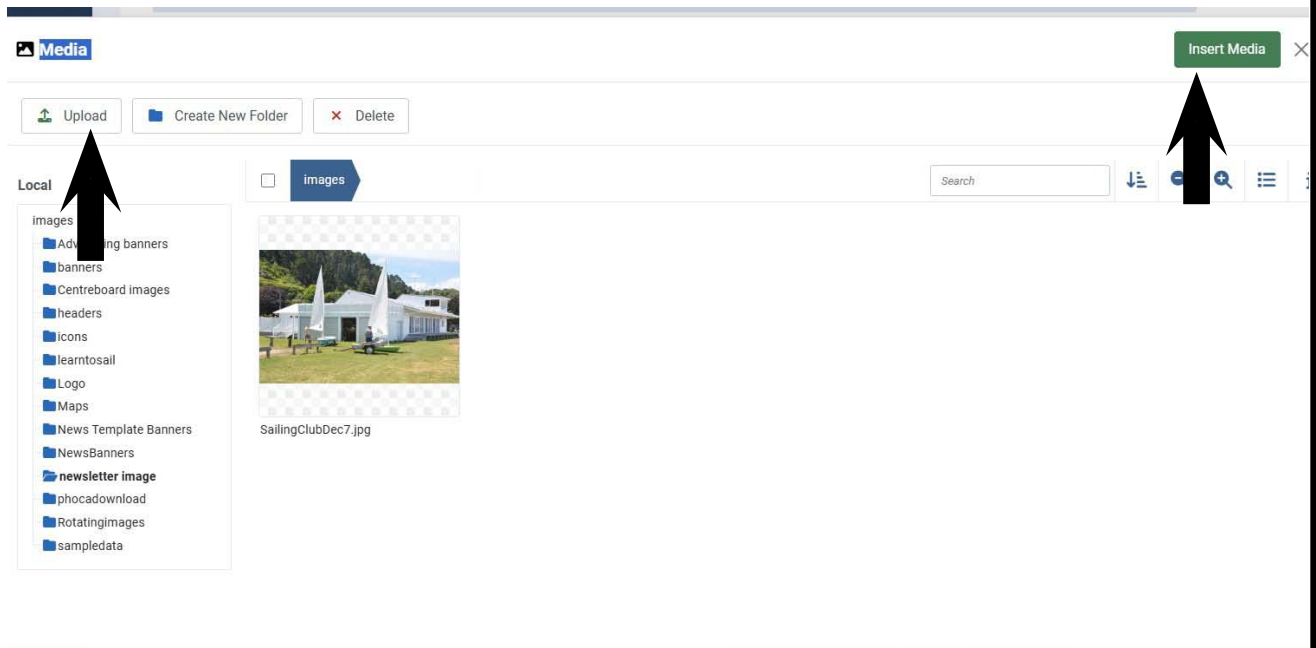
If you need help with this contact the website manager.

web_admin@thamessailingclub.co.nz

Firstly you have to upload your image to the media section of the website.

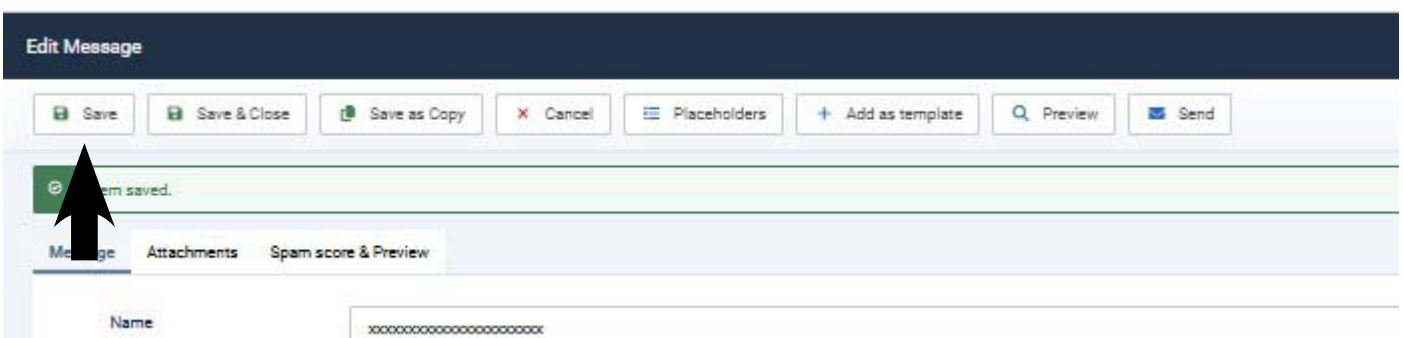
This is arrowed on the **above** screenshot.

The image below is the Media window you will see after clicking on the Media button.



Open the newsletter image folder then use the Upload button (arrowed top left) to place your image in the folder from directory/folder it is held in on your computer. Highlight the image by clicking on it then use the Insert Button (arrowed top right) to place the image into your message. Images make messages interesting!

7. When you are happy with your newsletter, Save it (Top Left Button).



8. In this window you can do a final check of your mail out then click SEND.

Item saved.

Message Attachments Spam score & Preview

Name: xxxxxxxxxxxxxxxxxxxxxxxx

From *: tscnewsletter@thamesailingclub.co.nz

From name *: Thames Sailing Club Keeler News

Reply to: noreply@thamesailingclub.co.nz

Reply to name:

Subject *: TSC Keeler Newsletter No header

Preview text:

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

Message Type: TEXT HTML

All placeholders must be alphanumeric and can also contain the following characters: space, hyphen and underscore. Expl.: (FirstName), (First Name), (First_Name)

Message *

Greetings: (FirstName)

(Place your text here!)

This message was sent to (mail) by the club.

To change your details or choose which lists you wish to be subscribed to please log on to your account at the club website and go to "My Account" to make changes.

Click here to unsubscribe from our newsletter

Path:

+ Article Contact Field Media Menu Page Break Read More Articles Anywhere Module

Plain-Text version

On the next window select which newsletter.

<input type="checkbox"/>	List Name	FirstName	Name
<input type="checkbox"/>	TSC Newsletter	- IGNORE -	- IGNORE -
<input type="checkbox"/>	TSC Sail Training	- IGNORE -	- IGNORE -
<input type="checkbox"/>	TSC Centreboard news	- IGNORE -	- IGNORE -
<input type="checkbox"/>	TSC Keeler news	- IGNORE -	- IGNORE -
<input type="checkbox"/>	TSC Test _ Club administrators	- IGNORE -	- IGNORE -
<input type="checkbox"/>	TSC Marina_Hardstand	- IGNORE -	- IGNORE -
<input checked="" type="checkbox"/>	Test	First Name	- IGNORE -

Use the left-hand check box to select which list/s you wish to send to.

9. START the sending process for your newsletter.

Sending

Take a Tour 5.2.2 The Thames Sailing Club NZ User Menu

Cancel

Please do not close this window while messages are being sent.

Sending message '***TSC Newsletter with Header ****Change this to the Title of your Newsletter eg Report on Centreboard Sailing 22 December 2024' to the following lists: Test

Start Pause

10. Check the Report to view the sending details and statistics.

Reports

Take a Tour 5.2.2 The Thames Sailing Club NZ User Menu

Back Debug Export

Message Properties

Message name	Report on Centreboard Sailing 22 December 2024 22
Subject	***TSC Newsletter with Header ****Change this to the Title of your Newsletter eg Report on Centreboard Sailing 22 December 2024
Sent to	Test
Sent	16 Dec 24 03:46
Total e-mails	2
Total errors	0

Message Statistics

Opens	0
Unique opens	0
Unsubscribes	0
Released	2
Bounce rate	0.00%

Session status

100% Emails sent

Email opens

100% Not opened

Uri Unique Clicks Total Clicks

You can check on the opening rate by going to the **Dashboard** and selecting the message.

Reports

Take a Tour 5.2.2 The Thames Sailing Club NZ User Menu

Back Debug Export

Message Properties

Message name	Sailing this weekend
Subject	Sailing this weekend 7-8 December
Sent to	TSC Newsletter
Sent	07 Dec 24 09:35
Total e-mails	111
Total errors	0

Message Statistics

Opens	113
Unique opens	64 (+16.364%*)
Unsubscribes	0 (0%*)
Released	111
Bounce rate	0.00%

* results compared to [New website and Newsletter system](#)

Session status

100% Emails sent

Email opens

42.3% Opened 57.7% Not opened

Countries

N/A

Uri Unique Clicks Total Clicks