

Manoa PTO

Chair Email Directions

- wait until the event before you is finished before you start advertising your event.
- Send no more than one per week.
- Make sure to get your information out everywhere by emailing the chairs of the newsletter, facebook & website.
- Send emails early (before 8am) or (after 4pm) when parents are most likely to check their email.
- Keep your email short and sweet: use bullets instead of paragraphs; put all key information (ex: return waiver by X date) at the top of the email instead of the bottom
- Write an eye-catching and limited wording for your subject line

How to find volunteers:

- go to website: <http://manoapto.volunteerhttp://manoapto.volunteer/>
- **login**
- click **chair info** then **volunteers** heading
- scroll down, bottom left, click **recruit/find**
- under Advanced Criteria, click circle beside **Find by Interests/Class/Availability**
- under Any of these Interest, click the **1st box & choose interest**
- **click 2nd box & choose available where ever needed**
- scroll down & click on **submit**

How to email volunteers:

- follow the above **steps for how to find volunteers**, click on each volunteer to email or click beside **Select All**
- scroll down & click **email selected**
- **fill in** the title and body of your email
- click **send message**

How to email the whole school:

- follow the above **steps for how to find volunteers**
- **scroll down & click on submit**
- click beside **Select All**
- scroll down & click **email selected**
- **Choose message type (custom)**
- **Type your message subject**
- **Click on compose in pex**
- **fill in** the title and body of your email
- To attach a file click file, chose to attach as highlighted words or as attached document
- click **send message**

How to email a whole grade:

- follow the above **steps for how to find volunteers**
- under Advanced Criteria, click under **grade box & choose grade**
- scroll down & click on **submit**
- **follow directions on how to email volunteers**

How to email a class:

- follow the above **steps for how to find volunteers**
- under Advanced Criteria, click under **grade box & choose grade**
- beside the grade type in the box for **teachers 1st & last name** (Kindergarten for last name type: last name, space, -, space, AM/PM)
- scroll down & click on **submit**
- **follow directions on how to email volunteers**

How to email just the pto chairs:

- follow the above **steps for how to find volunteers**
- under Recruit/Find Volunteers, click on the box under **Access level**
- click on **Volunteer Chair**
- scroll down & click on **submit**
- **follow directions on how to email volunteers**