

# ND Women Connect

Two queries have been created for clubs to use for ND Women Connect communications:

**CCG – ND Women Connect (email)** for broadcast emails

**CCG – ND Women Connect (Mailing)** for physical mailings

## **Broadcast Email Procedure**

1. Create the email message that you would like to send out.
2. Send an email request to your local club's Irish Online Admin. Please remember to include the Subject, From Name, From Email Address and Reply To Email Address for the message.

If you need to know who has the ability to send out broadcast email for your club, feel free to contact the Irish Online Help Desk at [onlinehelp@alumni.nd.edu](mailto:onlinehelp@alumni.nd.edu) or by phone at (574) 631-1579.

3. The Irish Online Admin will create a new email message with the message that you send them. To create the receiver query they should use the saved query called **CCG – ND Women Connect (email)**. This will narrow the results down to only female alumni, with an email address, whose record status is active, and who have indicated that they want to receive email from Notre Dame.
4. The Irish Online Admin should send a test message to you for approval prior to the message being sent out.
5. Once you approve the email and let them know it is OK they should send the message out for you.

## **Physical Mail Procedure**

If you need to send a physical mailing out your local club's Irish Online Admin can use the saved query called **CCG – ND Women Connect (Mailing)** to generate the list of addresses for your mailing.

If you do not know who the Irish Online Admin for your local club is, or if your local club does not have one, please feel free to contact the Irish Online Help Desk at [onlinehelp@alumni.nd.edu](mailto:onlinehelp@alumni.nd.edu) or by phone at (574) 631-1579 for assistance.