

Emailing an Auction Member

Last Modified on 11/10/2016 1:49 pm AEDT

Within the Auction member database you have to ability to email each registered bidder individually.

Quick Steps: Go to **Auction > Members > Email**

Adding a Postage Option:

1. Within the Management Console, select **Auction** from the top menu, then **Members** from the left menu.
2. Find the member that you wish to email, then click **Email** next to their name.
3. Choose your preferred template, or leave it as Blank Template, then click **Next**.
4. Fill out the details for your email, then click **Send Email**.

Email Templates allow you to have already set up templates for emails that you send regularly to members, and allow you to have the email already branded for your organisation. You can set up email templates in **Tools / Email Templates**.

Related Articles

[template("related")]
