

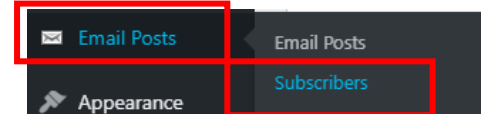
How to Add Subscribers to Your Blog

You can invite or add subscribers to your class blog ensuring that information you write will be sent.

Log into your **DASHBOARD**.

Scroll down to **EMAIL POSTS > SUBSCRIBERS**

Click **ADD NEW**



View subscriber [Add New](#) [Import](#) [Export](#) [Sync](#) [Help](#)

Enter or paste (from MS Word doc, MyEd...) Email Address.

Note: You can use the email address in the Full Name box.

Group: select “Public” (this is the default with a notification email already created for you)

Or you can create a new Group name.

[*If you create a new group name, you will need to create a new “Post Notification” to deliver the mail.]

Click **INSERT DETAILS**

Your subscriber should now show up on your list of subscribers.

A screenshot of the 'Add email' form. The form has a title 'Add email' and several input fields. The 'Enter full name' field is highlighted with a red box. Below it is the text 'Enter the name for email.' The 'Enter email address.' field is also highlighted with a red box. Below it is the text 'Enter the email address to add in the subscribers list.' There is a 'Select (or) Create Group' section with a dropdown menu and an input field, both highlighted with a red box. Below that is the text 'Please select or create group for this subscriber.' The 'Status' dropdown menu is set to 'Confirmed' and is highlighted with a red box. Below it is the text 'Unsubscribed, Unconfirmed emails not display in send mail page'. At the bottom are three buttons: 'Insert Details', 'Cancel', and 'Help'. A link 'Check official website for more information click here' is at the very bottom.

Using the IMPORT feature

Import feature uses a csv template of (EMAIL; NAME), which is a fast way of entering a lot of emails at once.

Prepare the csv file by filling in the 2 columns.

Click **CHOOSE FILE** and upload from wherever you saved the file

STATUS: Confirmed

SELECT GROUP:

Select “Public” or create a new group.

Click **UPLOAD CSV**

A screenshot of the 'Upload email' form. The form has a title 'Upload email' and a 'Select csv file' section with a 'Choose File' button and the text 'No file chosen'. Below that is the text 'Please select the input csv file. Please check official website for csv structure.' The 'Status' dropdown menu is set to 'Confirmed' and is highlighted with a red box. Below it is the text 'Please select subscriber email status.' There is a 'Select (or) Create Group' section with a dropdown menu and an input field, both highlighted with a red box. Below that is the text 'Please select or create group for this subscriber.' At the bottom are three buttons: 'Upload CSV', 'Back', and 'Help'. A link 'Check official website for more information click here' is at the very bottom.

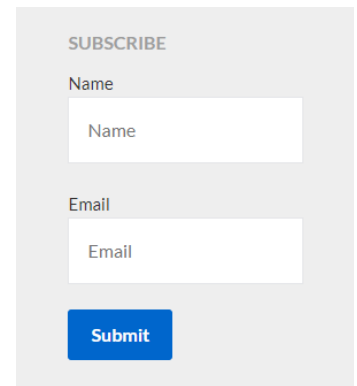
ALLOWING OTHERS TO SUBSCRIBE USING THE SUBSCRIBE WIDGET

In most cases, the **SUBSCRIBE WIDGET** has been moved to your frontpage

If you do not see it, you can find the widget in your backend dashboard > APPEARANCE > WIDGETS

Drag the widget to your sidebar.

Let people know to subscribe to your sidebar.



The image shows a 'SUBSCRIBE' widget form. It has a title 'SUBSCRIBE' at the top. Below the title, there are two input fields: one for 'Name' and one for 'Email'. Each field has a placeholder text with the same label as the field. At the bottom of the form is a blue 'Submit' button.

NOTE: As with any subscription plugins, there is an “unsubscribe” option link on every post notification sent to subscribers.