Member Renewal Information E-mail Instructions

1. Open Microsoft Word and compose the email to your expiring committee members. Feel free to use the sample below as your starting point. – underlined portions to be amended using the mail merge instructions in #2.

NAME,

Thank you for your service to ASABE. The dedication of your time and expertise has truly made a difference. Your efforts have been and will continue to be very appreciated by all involved.

As part of the annual updating of ASABE committee rosters it appears that your membership on ASABE technical committee insert your committee as a POSITION expires this year.

Please select reply to this email and highlight your preference below in some manner.

I wish to renew my membership on the committee for 3 years

I wish to allow my membership to expire

I wish to renew and change my status to ……………

If I do not hear from you by August 25, your name will be removed from the committee roster.

Thank you for your quick response,

Signature

2. A quick mail merge email will send your message to expiring members. This provides for a five second response from them and makes your job of updating your committee roster that much easier.

Directions on “mail merge email” in Microsoft Word:

1. Download your committee roster (see directions on how to access and download your roster from the website)

2. Sort and delete all but the expiring members, be sure each column is labeled in row 1 (first name, last name, etc.)

3. Save to your computer and note where you are saving (desktop is always good)

4. Open Microsoft Word and your draft letter/email

a. Select “Mailings” from the ribbon menu

b. “Start Mail Merge”, select E-mail messages from the drop-down menu

c. “Select recipients”, “Use existing list”. Browse to your saved list of expiring members and select.

d. In your letter, highlight the Name and select “Insert Merge Field”, locate Name and select it. Include the number and name of your committee in the email. Repeat “Insert Merge Field” with the committee position.

e. From ribbon menu select “Preview Results”. If you are happy with the merge, go to finish. If you wish to change something, go back and make your changes. Always check with preview through at least 6 messages.

f. Under “Finish & Merge”. “Send E-mail Message”.

g. The message box will allow for you to write a Subject for the email. *ASABE MS-23/6 Committee renewal, immediate quick reply requested*