Instructions for Emailing Your Beyond the Farm Participants

Follow these step-by-step instructions to email your participants:

1) Select the “Manage Event” option on the right-hand side of your project registration page.

2) Once you have logged into your account, select the “Participants” tab on the top right of the page.
3) Once on the “Participants” page, scroll to the bottom and select the “Email these participants” button to email your participants. You may also select the “Send Message” option to email an individual participant.
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4) Once you select “Email These Participants,” the screen below will open.

NOTE: Make sure to change the “From” email address so that responses go to your email.

The image to the right illustrates the field that you can change as the “From” email address. If you select the drill-down menu, you will see your email address as one of the options. Please make sure to select your email address to ensure that the responses reach your inbox.
5) If you scroll to the bottom of this page, you will find a section labeled “Send Sample Email.” This allows you to send a test email to yourself by typing in your email address in the “Email Address” field.
6) The system will require you to “preview” the html and text versions of the email. Please make sure to disable any pop-up blocker settings on your internet browser only for this website. The standard pop-up blocker will disable the preview function from proceeding and will not allow you to send the message to the project volunteers.
7) Once you have previewed the messages you may select the “Send Email” button at the bottom of the page.

Please let us know if you have any questions or would like us to clarify any of the steps in the process. We hope these instructions are helpful.

Best wishes,

Stanford Alumni Association - Beyond the Farm staff

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