





## HTML Generator Guide 2009

## Guide to using the HTML generator

## **Step One**

Log on to the QHUB www.yourdraftportal.co.uk

Username: Qleisure Password: QHL1999

## **Step Two**

Click on Email generator down the left hand side (it is within the green box)

A new page will come up which has all the current campaign emails on there and also any miscellaneous emails which individual clubs have had produced.

To send out a campaign email go to the drop down boxes under the campaign heading and select your club from this drop down.

When you select this your HTML will appear on screen. Go to file across the top of the page, run your mouse down this box to send > then select page by email.

This will then bring the email up in an outlook email box. From here you can copy & paste all of your email addresses into the email, put your club email address in the TO: bar but then make sure you BCC: all of your other email addresses for privacy reasons. If the option isn't already available on your email click on the TO: button and another box should appear that has the Bcc option on there.

Once you have copied all of your email address over the HTML is then ready to send.





