

Sending VA-List Voting Reminders

Includes step-by-step instructions on how to prepare and send the monthly VA-List voting reminder emails using PHPList.

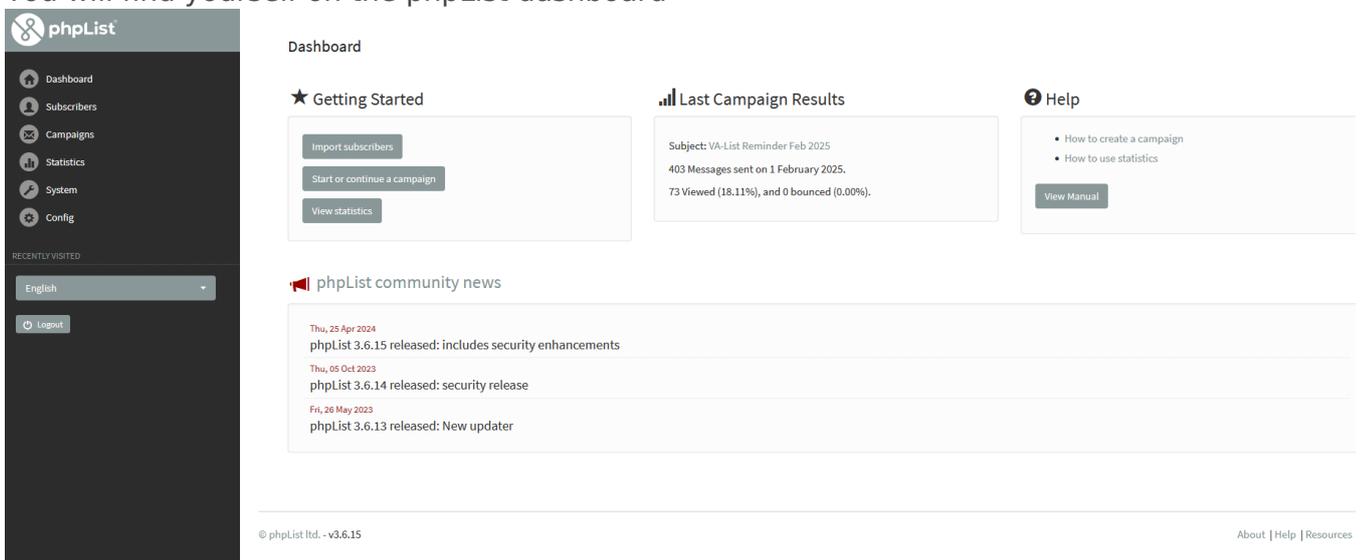
- [How to send VA-List Voting Reminders](#)

How to send VA-List Voting Reminders

Follow these instructions to prepare and send the monthly VA-List voting reminder emails to pilots who are subscribed to the Newsletter category.

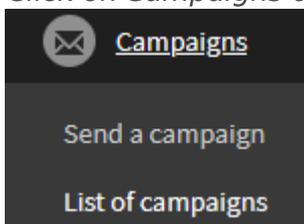
Access PHPLIST

1. Go to <https://va.canadaairvirtual.ca/lists/admin/>
2. Login with your username and password
3. You will find yourself on the phpList dashboard



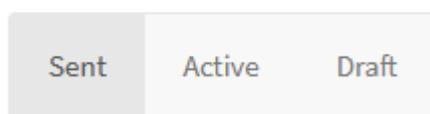
Prepare the Campaign

1. Click on *Campaigns* and then *List of campaigns*



2. Ensure you are on the **Sent** tab filter of the campaigns

List of campaigns



3. In the list of campaigns, locate the most recent VA-List Reminder campaign (likely from the previous month)

Campaigns

Listing 1 to 5 of 12 Campaigns

Campaign

VA-List Reminder Feb 2025
Canada Air Virtual - Vote for us on Virtual Airline List!

Lists

4. Click the *Copy to Draft* button in the **Action** column

Action

Copy to Draft

5. You should then find yourself on the **Draft** tab filter and see a campaign listed with the identical name that you copied, but with a *draft* **Status** value

Copying 19 Done

Sent Active **Draft** Start a new campaign

Send a campaign 5 Modified - Descending Go Clear

Campaigns

Campaign	Entered	Status	Action
VA-List Reminder Feb 2025 Canada Air Virtual - Vote for us on Virtual Airline List!	2 February 2025 02:35:52	draft	  
Lists	Newsletters		

6. Click the *Edit* button in the **Action** column

Action

Edit

7. You should be on the *Content* tab

1 **Content** 2 Format 3 Scheduling 4 Lists 5 Finish

8. You typically do not need to edit the Content, but if you do, make any changes in the *Content* section.

Content

Campaign subject  Canada Air Virtual - Vote for us on Virtual Airline List!

From line  Canada Air Virtual hr@canadaairvirtual.ca

Content  Send a webpage Compose message

Compose message 

<h1>Support Canada Air Virtual: Vote on VA-LIST!</h1>

Note: Do not change the *From line* or *Footer* values as this may impact delivery or break the email template!

9. Scroll down to the *Meta Data* section and update the name to the current month and year

Meta data

Campaign Title 

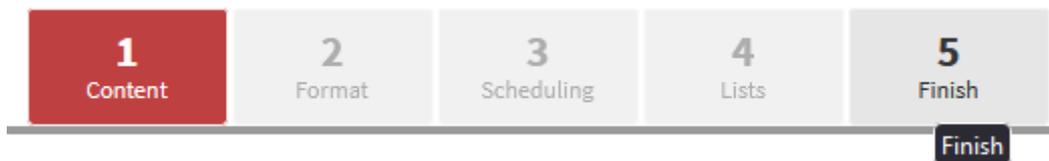
10. At this point, you may want to send a test email to yourself to review the formatting and content

Send test

 **to email address(es):**
(comma separate addresses - all must be existing subscribers)

Send the Emails

1. Go to the *Finish* tab of the email campaign



2. Ensure the *Reset click statistics* checkbox is checked and click **Place Campaign in Queue for Sending**

Finish

Email to alert when sending of this message starts
Separate multiple with a comma

Email address to alert when sending of this campaign has finished
Separate multiple with a comma

Add analytics tracking code

Reset click statistics

This is a test campaign

Place Campaign in Queue for Sending

3. You'll then be taken to the *Send a Campaign* screen, where you'll want to press the **Process queue** button

Send a campaign

Campaign added

Campaign queued

Process queue

4. Once all emails have been sent, you will see a message indicating that

Processing queued campaigns

Resume processing

All done

The End!

