

# 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.

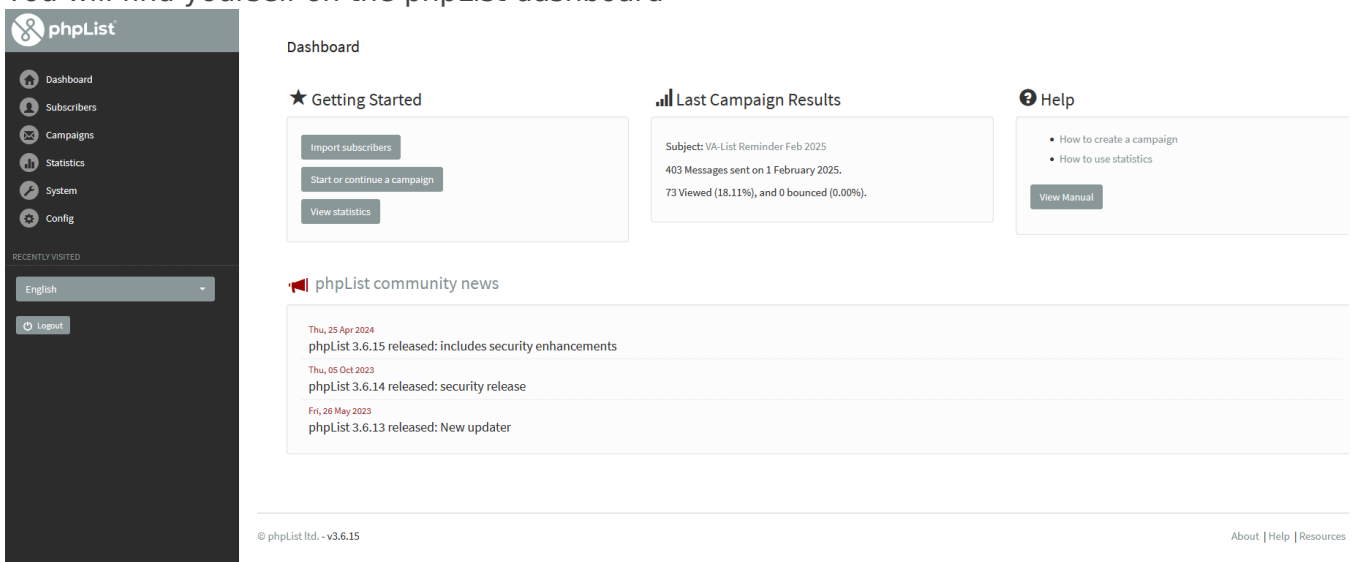
- [How to send VA-List Voting Reminders](#)

# 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.

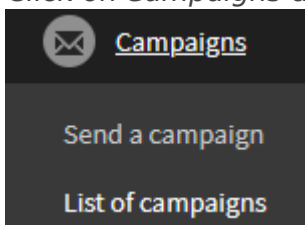
## Access PHPLIST

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



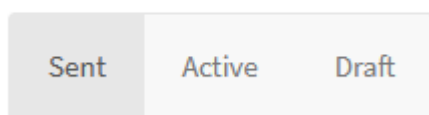
## Prepare the Campaign

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

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.

**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** ?

VA-List Reminder Feb 2025

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)

jopeek@gmail.com

Send test

## Send the Emails

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

1  
Content

2  
Format

3  
Scheduling

4  
Lists

5  
Finish


Finish


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!**

