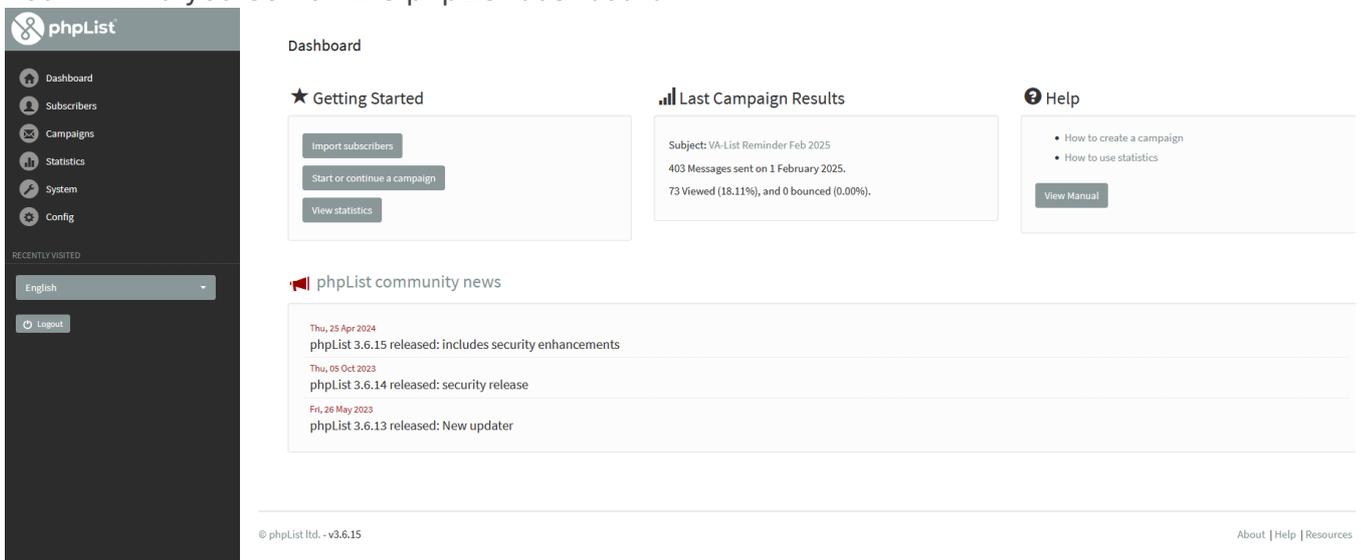


# How to send VA-List Voting Reminders

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

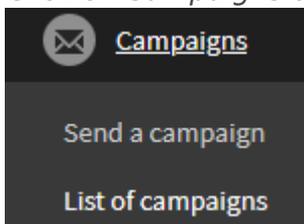
## Access PHPList

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



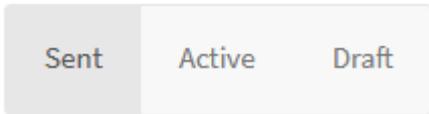
## Prepare the Campaign

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



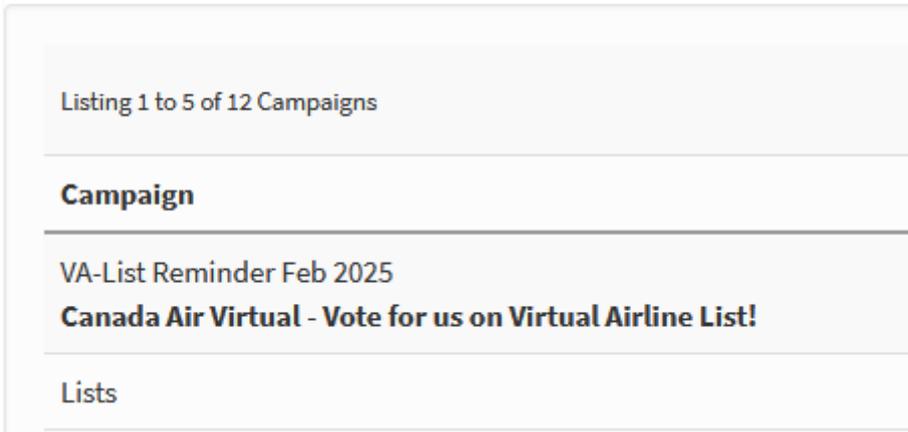
2. Ensure you are on the **Sent** tab filter of the campaigns

# List of campaigns



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

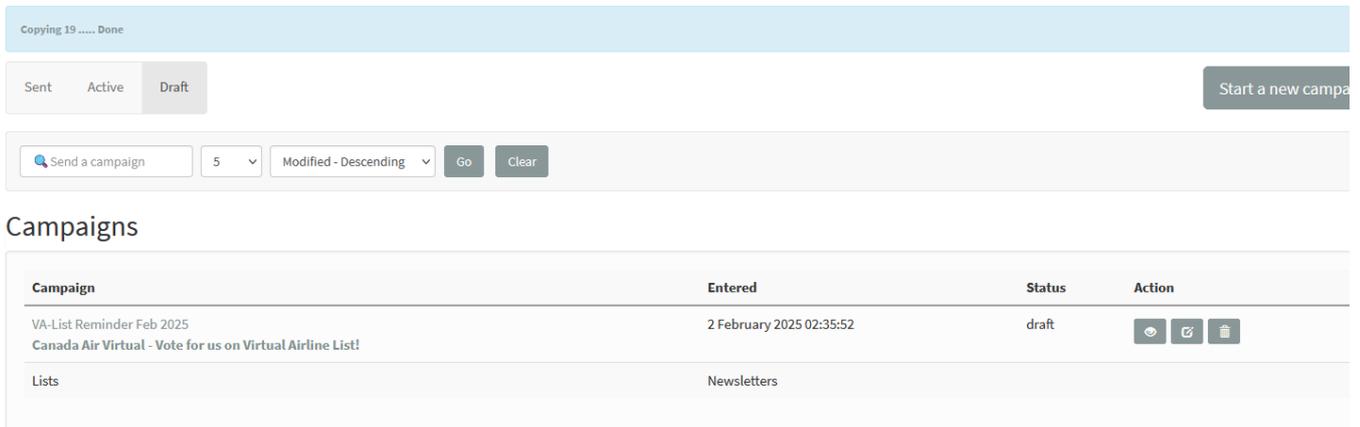
## Campaigns



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



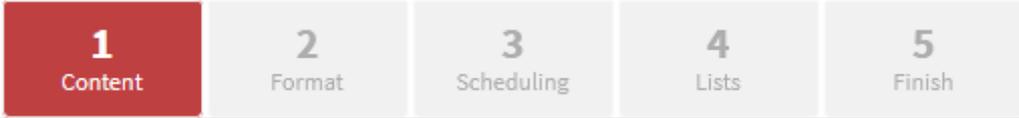
5. You should then find yourself on the **Draft** tab filter and see a campaign listed with the identical name that you copied, but with a *draft Status* value



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



7. You should be on the *Content* tab



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>
<p><center></center></p>
<p>We need your help to keep Canada Air Virtual soaring high on VA-LIST! Your vote ensures we remain a top choice for new members looking to join an amazing virtual airline community. <br><br>VA-LIST is the go-to directory for Virtual Airlines around the world, offering bios, reviews, and recommendations for newcomers and seasoned pilots alike. Being at the top of the list means more visibility and more new members, and we want Canada Air Virtual to shine at the top!<br><br>Voting is quick, easy, and free. Just click the link below to cast your vote and support our community:<br><br><a href="https://va-list.com/canada-air-virtual-780" target="_blank" rel="noopener">https://va-list.com/canada-air-virtual-780</a><br><br>With a strong community of over 200 members, let's climb to the top of the list together! Remember, you can vote once per month, and votes reset at the end of each month, giving us another chance to reach the top. Let's make Canada Air Virtual the best choice for virtual pilots everywhere!</p>

```

**Footer** .

```

<div class="footer">
<p style="color: #555555 !important">This message was sent to [EMAIL].</p>
<p style="color: #555555 !important">To change your details and to choose which lists to be subscribed to, visit your personal <a href="[PREFERENCESURL]" style="color: #829091 !important;">preferences page</a>.<br>

```

**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

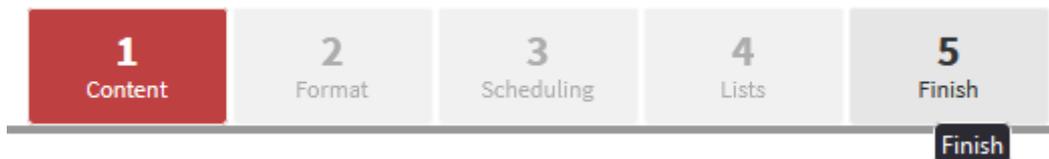
## Send test

**?** 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



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**

jan@canadaairvirtual.ca,hr@canadaairvirtual

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

jan@canadaairvirtual.ca,hr@canadaairvirtual

**?** 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!

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Revision #1

Created 2 February 2025 02:30:31 by Jan P.

Updated 2 February 2025 02:46:51 by Jan P.