



## Mail Manager

In Agoria the Mail Manager offers the same facilities as in Activity forum please make sure you are familiar with the **settings and selection** in ActivityForum before you use the Agoria Mail Manager system.

As you will know when you create a mail in ActivityForum you can paste your content into the mail text area, or you can prepare a message offline and then paste this into the text area. This is the recommended approach if you are composing a lengthy thoughtful message as the system can time you out after 20 minutes and unless you have been watching for the message or if you have gone from the page you may not notice and **lose your inspirational creation**.

As you know Agoria has a File Manager where all of your website content is located, you can reuse some of this content in the **Mail Send** if you have set up the source content in the file manager and indicated on the content manager you can also use this content on news pages.

**Include In Mailing**  No  Yes (Allow page content to be included in Group and Individual Mailing)

The default setting is **NO** if you would like to use the content in the mail manager you set the **Include in Mailing** to **Yes**. You still have to select the content when you are composing the mail.

## Structure

If you are sending a simple message use the ActivityForum system, if you are going to compose a marketing message then use the Mail Send in the Management Tab in Agoria.

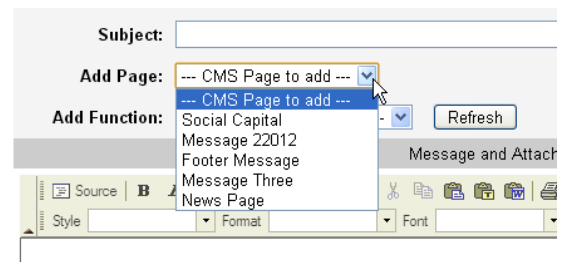
Email Banner	CMS
Message	Type in
From Content 1	CMS
From Content 2	CMS
Events list	Module
Footer	CMS
Address etc	AF Group Details automatic

You can see from this example layout example there are a number of methods for creating your content.

You can create an Email Banner using your site header and creating the 600 PX wide banner, the title of the content will appear at the top of the email page.



Using the “**Include in Mailing**” setting on the Content will make this item appear in the list of available items for selection in Mail Management.



Before you start to build an email using the mail manager makes sure you have all the assets in your system and that they are available in the Add Page drop down box as above. As you select content for you mail message use the Refresh button to update the page, you add items singly and Refresh to add more

### Functions

Module Functions are treated the same as Page Content there are a number of Functions you can use.

### Events

You can without much effort publish the detailed list of your events or a short version of your events.

### Membership

You can provide a list of members to other members in your group; this listing complies with the rules set on your members, membership record “Security Settings”.

When composing your email with content from the CMS and Functions you can edit the completed message in the edit panel.

## Email

For your design of the email you should consider a number of possible problems.

### Images

When you create images for your website and for e-mail you should create a border to the image, this ensures the text of your content does not butt up against the image making it difficult to read.

Along with the border the size of an image is also important, a large number of images in e-mail is more likely to be classed as SPAM or oversized

## Mail Size

The length of an e-mail is less important than its width; a simple rule is not to overload the recipient with e-mail and not to make it too long, it is better to send out shorter mail more frequently, with this in mind you should NOT send an e-mail everyday unless you really have to.

The format of a HTML page is different to the format accepted by mail clients in particular outlook; mail should be formatted in a table to preserve the width.

The process is to compose your e-mail and at the end the very last thing to do is to insert the two table tags one at the very start of the mail message and one at the very end.

### Start Tag

```
<table width=600 border=0><tr><td>
```

```
.... source HTML for the message ...
```

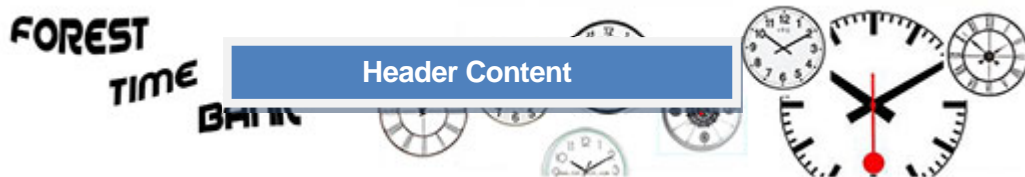

**End Tag**

```
</td></tr></table>
```

**Trying out the system**

We suggest you familiarise yourself create a message and only send it to specific members such as group managers of you group.

## Forest Time Bank Newsletter



## Social Capital

What does social capital mean in the context of **Time Bank**? For a start social capital is that investment you make in your family, friends and society throughout your life it's built a level of trust and reciprocity that a society understands and supports.

When you do a favour for a relative or a friend you engage is a reciprocity transaction which you both understand and in some way you maintain an account of these transaction and where the favours lay and who is in debt to whom. It's not a rigorous transaction and there is no journal, it's what you do as a friend.

If someone is taking advantage of this friendship it's quickly spotted and the transactions will cease, again no rules and no record, it's just not working.

If you don't have any friends life becomes far more difficult, no one to go to the pub with,


**Story from the Content Pages**

me. However, as people we, change jobs, move countries, towns get married etc all changes that we cope with, sometimes this becomes more difficult on your own and you need a helping hand.

If you can you join a club, if you are shy etc this can become a challenge you need someone to help. Cash in a bit of your capital and find someone who will help and join a group, volunteer, help others.

That is your social capital,

## Our older friends need a bit of company



We can  
you can

Our **elderly friends** often need a little company, a cup of tea and a chat. This is something a lot of you can do and doesn't take up a great deal of time. Just a desire to be a friend and have a chat which gives you an opportunity to earn some of the hours to use elsewhere and at the same time bring some enjoyment to others.

[Story from the Content Pages](#)

often arrange an introduction to someone local to you where simply walk around the corner occasionally and have a cuppa.

It helps your community when the elderly can stay in their own homes - it's a great benefit for them, keeps them in contact and in better health. **Can you help?**

What can you do with points? Well, you can use them yourself, you can give them to others or donate them to someone else.

## On-Line Bulletin

### Events Bulletin from 09 January 2013

#### EVENT HIGHLIGHTS

[Content from the Events Module](#)

In the table below, [Test for Bob](#) and [Christmas Day](#) are worth an early mention. This is because they are either weekends away, holidays, require prior booking or are important headline events.

If you would like to see the full details of the event, clicking on the individual event titles will take you straight to the main entry on the website.

When?	What?	Book By Date
Thu 17 Jan 2013	<a href="#">Test for Bob</a>	Monday
Wed 25 Dec 2013	<a href="#">Christmas Day</a>	24 December

#### MAIN DIARY

Thursday 17 Jan 2013

#### **TEST FOR BOB**

Location: Mad Hatter Hotel

Time: 01:15 to 23:55

Cost: £20.00

Meeting: Windsor Station or Riverside or the bus

Book By: Monday

Party in the Ascot

Organiser:



## Events for June 2013

**Thursday 13 Jun 2013**  
**WOMEN ON THE WATER**

**Location:** Dell Quays  
**Time:** 11:00 am  
**Cost:** £2000

WOW is about encouraging more ladies at DQSC to take to the water, either in their own boat, or as a crew for some one else who is more experienced. We have a series of dates, when there will be a gentle sail with the emphasis on having fun and a social sail. There will always be safety boat cover.

**If possible please let Helen Penfold or Sue Nash know you are coming so we can have some idea of numbers and boats, or just turn up, an hour or so before these times, which are planned 'on the water' times.**

**Organiser:** Helen Penfold 023 92 478 261 Sue Nash 07742 532970

**Thursday 13 Jun 2013**  
**WOMEN ON THE WATER**

**Location:** Dell Quays  
**Time:** on water 12:00  
**Cost:** £2000

WOW is about encouraging more ladies at DQSC to take to the water, either in their own boat, or as a crew for some one else who is more experienced. We have a series of dates, when there will be a gentle sail with the emphasis on having fun and a social sail. There will always be safety boat cover.

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**Organiser:** Helen Penfold 023 92 478 261 Sue Nash 07742 532970

## Events for July 2013



**Wednesday 10 Jul 2013**  
**TEA AND CAKES - NEIGHBOURHOOD**

**Location:** Windsor  
**Time:** 14:00 to 17:55  
**Cost:** Free

Tea and Cakes

Afternoon tea with friends on Sunday's organised by the CBNK this is a way of getting to know your neighbours.

Let us know if you would like to come or can help or could bring someone

**Organiser:** Sue Nash / [nash@Sue.co.uk](mailto:nash@Sue.co.uk)



## Events for December 2013



Wednesday 25 Dec 2013

### CHRISTMAS DAY

Location: Chimney GPS ref

Time: 04:00 to 23:55

Cost: Loads of Money

Meeting: Enter Your Postcode

Book By: 24 December

Santa Claus is coming

Organiser: Elves

5 events listed.

## Footer Message

Thank you for spending to time to read our message

Forest time bank lead  
or set of skills.

[Story from Content Pages](#)

each other whatever your age

### Forest Time

Bracknell For  
community.

[Mail Footer fro Group Details](#)

unteers in the

members of the

If you would like more information on FTB please e-mail or telephone us on  
the address and phone numbers in the contact details.

Sent by: John Smith

Agoria Time Bank Training

The mail system will add the Footer Message from your Activity Forum Group automatically.