

# GrowthZone Lists & Committees

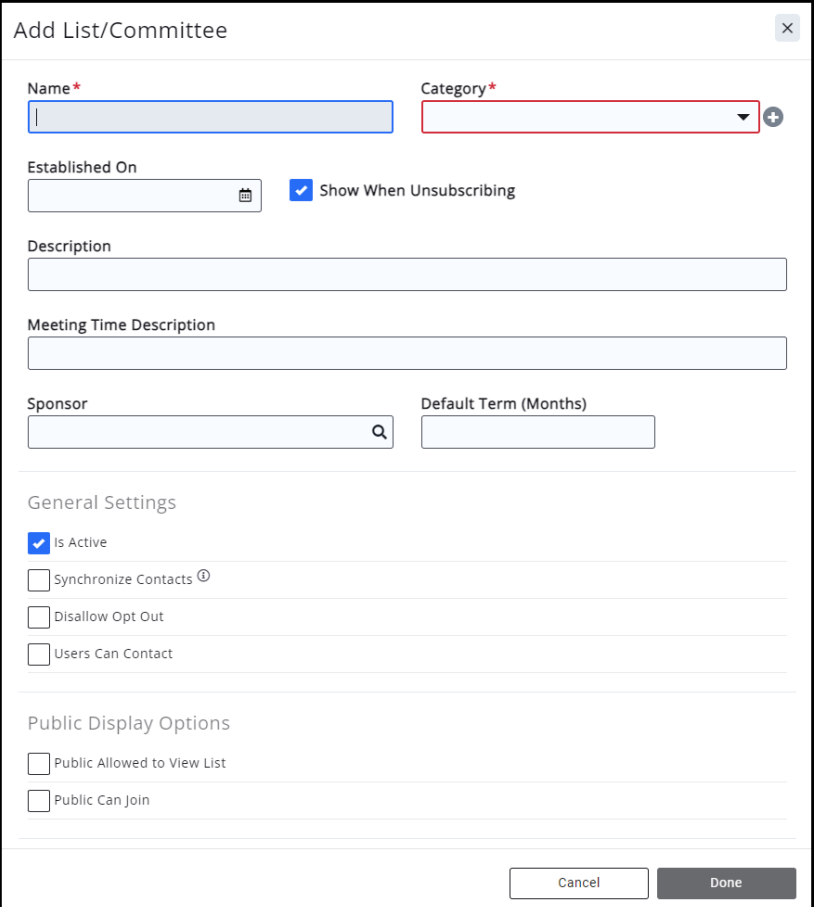
# Agenda

- Create List/Committee
  - Allow Members/Public to View/Join a List/Committee
  - Synchronize List/Committee to Authorized Third Party Newsletter Solution
  - Synchronize List/Committee to Saved Report
- Manage Group Roster
  - View/Edit List/Committee Contacts
  - Import Contacts to your List/Committee
- Create Smart Lists
- Manage Opt-outs



# Create List/Committee

- Add new list/committee
  - Simplify communication by grouping contacts
- Categorize list/committee
- Allow members/public to automatically join lists/committees
  - Maintain clean email lists
  - Make joining easy
- Synchronize to authorized third-party newsletter solution
  - Constant Contact
  - MailChimp



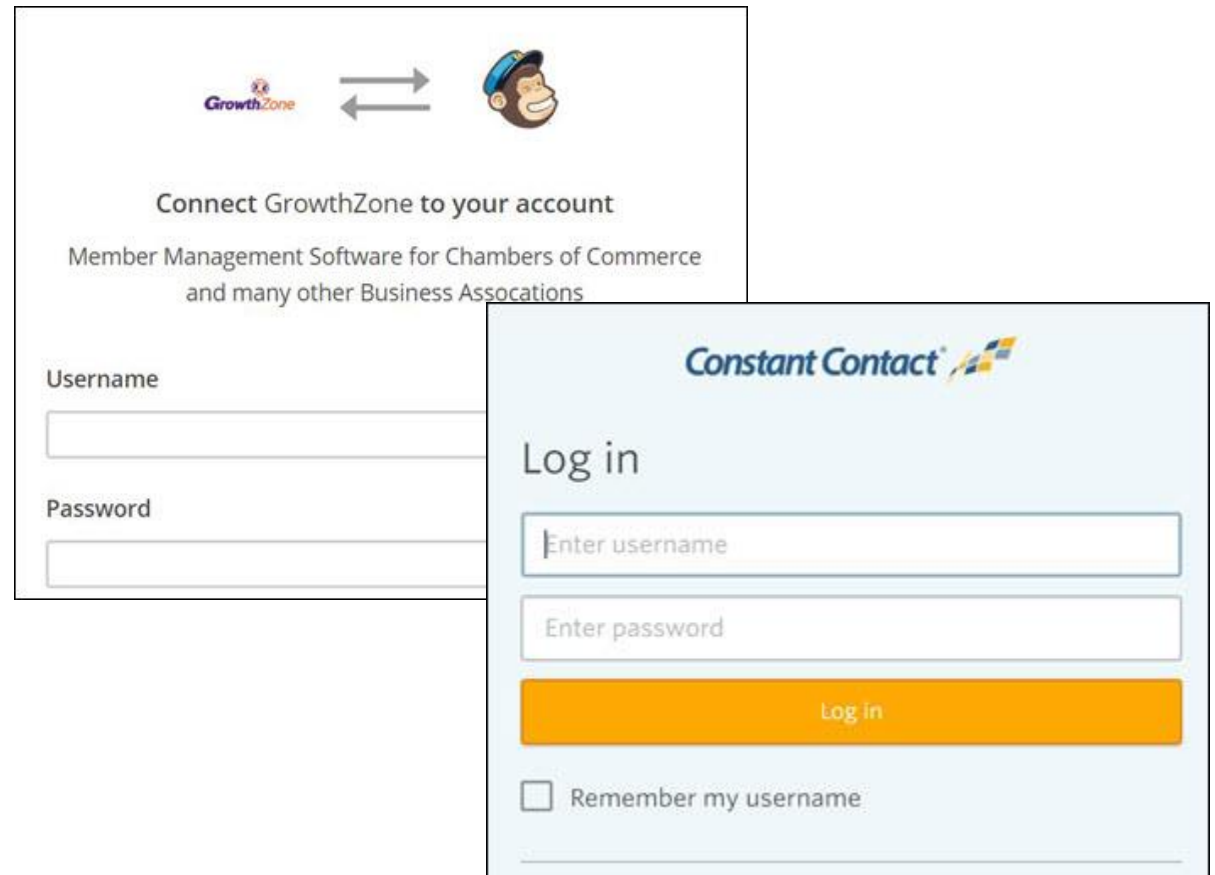
The screenshot shows a web form titled "Add List/Committee" with a close button in the top right corner. The form contains the following fields and options:

- Name\***: A text input field.
- Category\***: A dropdown menu with a plus sign to the right.
- Established On**: A date picker icon.
- Show When Unsubscribing**: A checked checkbox.
- Description**: A large text area.
- Meeting Time Description**: A large text area.
- Sponsor**: A text input field with a search icon.
- Default Term (Months)**: A text input field.
- General Settings**:
  - Is Active**
  - Synchronize Contacts** (with a copyright symbol)
  - Disallow Opt Out**
  - Users Can Contact**
- Public Display Options**:
  - Public Allowed to View List**
  - Public Can Join**

At the bottom right, there are two buttons: "Cancel" and "Done".

# Integration

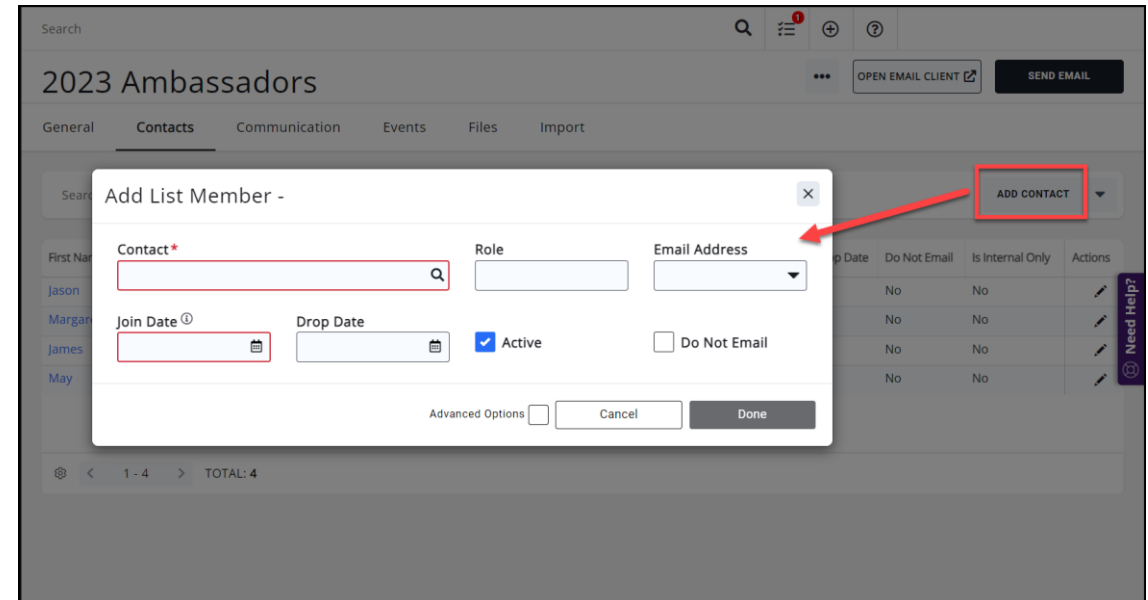
- Configure lists/committees to sync to third-party newsletter
- Sync contacts from Lists/Committees
  - Additions, changes, deletions synchronize in real-time
- MailChimp
- Constant Contact



The image shows a screenshot of the GrowthZone integration interface. At the top, there are logos for GrowthZone and Constant Contact, connected by a double-headed arrow. Below this, the text reads: "Connect GrowthZone to your account", "Member Management Software for Chambers of Commerce and many other Business Associations". There are two input fields: "Username" and "Password". Overlaid on the right side is a Constant Contact login form with the following elements: "Constant Contact" logo, "Log in" heading, "Enter username" input field, "Enter password" input field, a yellow "Log in" button, and a checkbox labeled "Remember my username".

# Manage Group Roster

- Allow members to join via Info Hub
- Allow public to join via website
- Add member via Contact tab of List/Committee
- Import contacts via file
  - Adds individuals, not organizations
- Add contact to list via Contact's record
- Via Smart List
  - Automatically add new member to list



# Create Smart Lists

- Contacts on list continuously updated based on report criteria
- Automatically updates on nightly basis
  - Ensures list/committee roster is current
  - List responsive to data in your database
- Use any saved report to populate contact list of any active list/committee

The screenshot displays the configuration interface for an email list. At the top, there is a search bar and user information for Elizabeth Diephouse. The main title is 'All Members Email List', with buttons for 'OPEN EMAIL CLIENT' and 'SEND EMAIL'. Below this are tabs for 'General', 'Contacts', 'Communication', 'Events', 'Files', and 'Import'. The 'General' tab is active, showing a 'SAVE' button and fields for 'Name\*' (All Members Email List) and 'Category\*' (Email Lists). There are also fields for 'Established On', 'Description', 'Meeting Time Description', 'Sponsor', and 'Default Term (Months)'. Under 'General Settings', there are checkboxes for 'Is Active' (checked), 'Synchronize Contacts', and 'Disallow Opt Out'. A red box highlights the 'Synchronize Nightly with Report' section, which has a dropdown menu currently set to 'New Members 2023'.

# Unsubscribe Message

- Unsubscribe message automatically included in bulk communication
  - Customize for your organization
- Provides options for future communication:
  - Continue receiving emails
  - Unsubscribe from group
  - Restrict emails to only transactional (i.e., invoices, event confirmations, etc.)
  - Update preferences themselves

Welcome to the Elizabeth's Sandbox! We are so grateful to have you as a part of this important organization. Our entire focus is to support your needs. As you start to become familiar with Elizabeth's Sandbox and its benefits, you may have questions or ideas, and we want to hear from you. So, let's start by introducing you to the Elizabeth's Sandbox staff who are always eager to help you.

- Perry Scope, Executive Director
- Patty O'Furniture, Membership Director

Over the next few weeks and throughout your first year as a member, we will be sending you periodic tips, information, and resources to help you make the most of your membership and your mission.

A great place to start is by following us on our various channels, ensuring you always have the latest and greatest information.

Again, thank you! We look forward to partnering with you.  
Have a fantastic day,

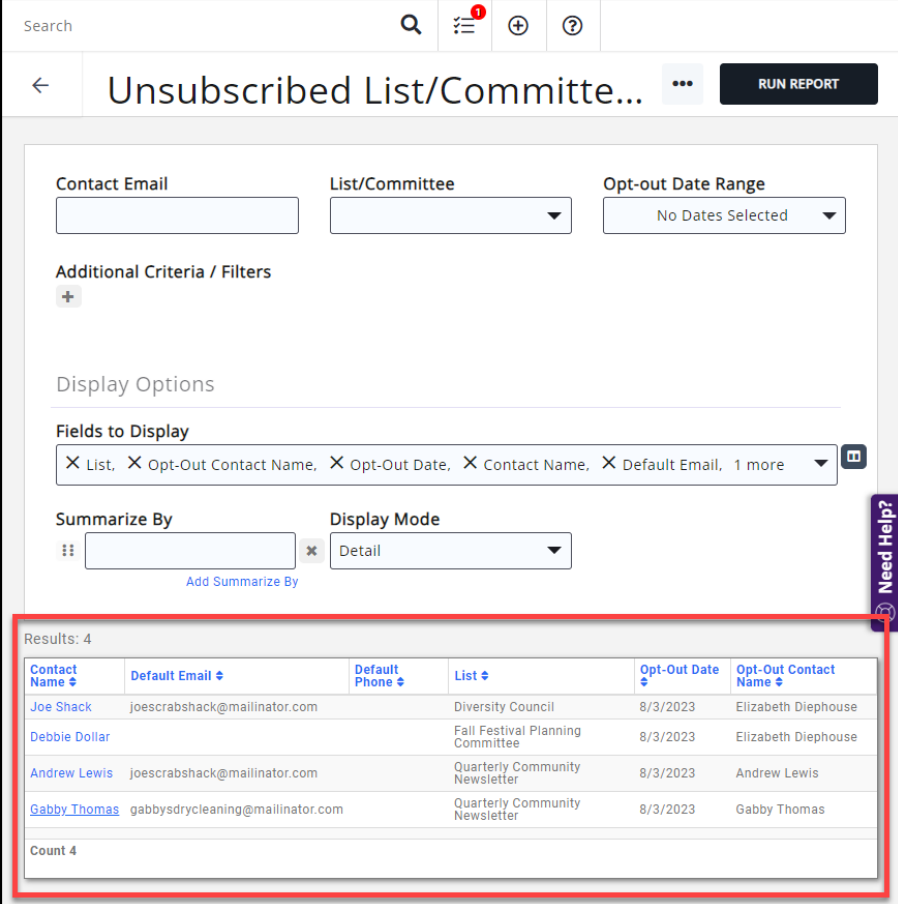
Elizabeth Diephouse



This email was sent on behalf of Elizabeth's Sandbox located at 123 First Street, Kalamazoo, MI 49006. [To unsubscribe click here.](#) If you have questions or comments concerning this email contact Elizabeth's Sandbox at [kalamazoochamber@mailinator.com](mailto:kalamazoochamber@mailinator.com).

# Unsubscribed List/Committee Contacts Report

- Lists currently unsubscribed members
- Provides Opt-out date
- Displays contact who unsubscribed
  - Staff or member
- Good troubleshooting report if member not receiving group communications



Search

Unsubscribed List/Committe... **RUN REPORT**

Contact Email:  List/Committee:  Opt-out Date Range: No Dates Selected

Additional Criteria / Filters: +

Display Options

Fields to Display: X List, X Opt-Out Contact Name, X Opt-Out Date, X Contact Name, X Default Email, 1 more

Summarize By:  x Display Mode: Detail

Results: 4

| Contact Name  | Default Email                   | Default Phone | List                             | Opt-Out Date | Opt-Out Contact Name |
|---------------|---------------------------------|---------------|----------------------------------|--------------|----------------------|
| Joe Shack     | joescrabshack@mailinator.com    |               | Diversity Council                | 8/3/2023     | Elizabeth Diephouse  |
| Debbie Dollar |                                 |               | Fall Festival Planning Committee | 8/3/2023     | Elizabeth Diephouse  |
| Andrew Lewis  | joescrabshack@mailinator.com    |               | Quarterly Community Newsletter   | 8/3/2023     | Andrew Lewis         |
| Gabby Thomas  | gabbydrycleaning@mailinator.com |               | Quarterly Community Newsletter   | 8/3/2023     | Gabby Thomas         |

Count 4

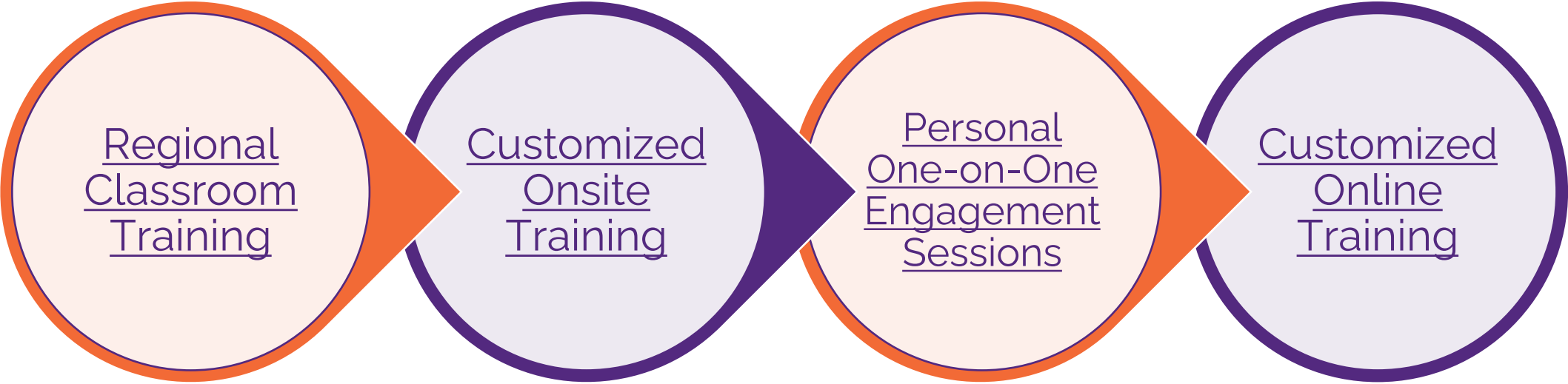
Need Help?



# Training Resources



# Expanded Training Offerings



# Questions?