Sending Organization-wide Messages

Organizations are able to send messages, known as relays, to their members using CCC. Relays act as a messaging list, allowing you to use your own email address and client to mail out to all members, a group of members by position, or just individual members. Only Officers with permissions to messaging will be able to create relays.

Messaging through CCC is done through the Organization’s Roster. The Roster can be accessed through your organization’s Action Center. There are two ways to get to an Organization’s Action Center:

1. From your CCC Homepage either click the Application Menu, then click Manage
   a. In the Action Center Menu, select the Organization you would like to manage

   ![Action Center Menu]

2. Alternately, you can select an organization from the My Memberships section of your CCC Homepage. From the Organization page, select Manage Organization from the upper left.

   ![CCC Homepage]

   a. From the Organization’s Action Center, open the Sandwich Menu next to the Organization Name.

   ![Sandwich Menu]

Setting up the Message Relay
Select the Roster option from the Action Center Menu.

From the Roster menu, select Messaging from the upper right side menu

![Roster Menu]

This will open the Messaging menu. Click Create Relay to begin setting up the mailing list

![Create Relay]
Message Relays are created in three steps.

First, select the recipients you would like to send a message to. This can either be by position type (1), or individual members (2).

To begin, click Edit for the type of recipient list you would like to build. A popup window will display with the options available to you. Click the checkbox by each position type or member you want to include in the relay. NOTE: To message all of organization members, only select Member from the position list.

When selecting by position type, if you did not rename any Additional Officer Positions, they will show as Additional Officer Position #.

When you have chosen either Member (for all members) or the position types to message, click close. You will see the chosen position types displayed in the box below edit.

This will be the same process for sending to individual members.

Second, enter a title for the relay, this will be used to identify your relay if you will not be sending it immediately.

Third, verify the total number of recipients, and create the relay by clicking Generate.

After generating your relay, you will see the message details which will show the creator (1), creation date (2), expiration date (usually 24 hours after creation) (3), positions or individual members chosen (4), and the relay address (5).

To send your message, copy the Relay address and paste it in to the Send To field of your mail client. If your mail client is linked to your web browser, you can just click on the relay address.

Complete your message as a normal email and send to your recipients.