



The Website System’s “Subscribers” feature allows frequent visitors to register on your website. Below are directions for how to register and how you, the site administrator, can manage and correspond with your site’s subscribers.

### How visitors register on your site:

1. Click [Register](#), located next to “Sign-In,” in the top right corner of the webpage.
2. Enter appropriate information into the boxes.

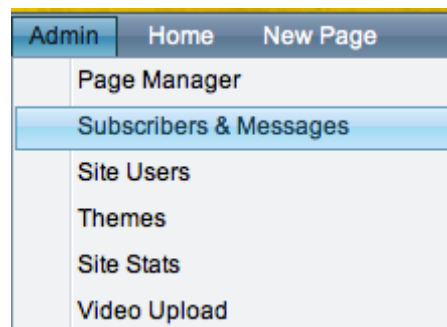
First Name:   
Last Name:   
Email Address:

3. Click [Confirm Registration](#)
4. Once you receive the following confirmation message, you’re officially registered for the website:

You have successfully registered for email updates from this website.

### Sending messages to subscribers:

1. After logging in, click [Admin](#) in the toolbar.
2. Select “Subscribers & Messages” in the drop-down menu.



3. Click [Create New Message](#). An e-mail form will appear.
4. Enter appropriate information into the template.

Sender Email (Your Email Address)

Subject:

Attachment:  
(NO attachments larger than 1MB will be allowed)  
(Choose File) No file chosen

Message Body:

The image shows an email composition form. It has a 'Sender Email' field with the placeholder '(Your Email Address)', a 'Subject' field, and an 'Attachment' section with a red warning message and a 'Choose File' button. Below these is a 'Message Body' section with a rich text editor toolbar and a large text area.

5. Click [Send Message](#) to email all registered website subscribers.