

Create a birthday basket

Send personalised birthday e-greetings to your candidates. This tool automatically gathers your candidates in a daily 'birthday basket' when their birthday is logged in the system and you can choose to send them a bulk email using one of our birthday e-greeting templates.

- From your **candidates** screen, select the **new basket** button and name the basket, **Birthday**.

Tip: Every day (just after midnight), that basket will be populated with the candidate(s) whose birthday is today.

If you create a new basket called **Birthday 1** the basket will be populated with candidates whose birthday is tomorrow, name it **Birthday 2** and it will be set for the next day; **Birthday 3** it will be the next day etc...

- If the **shared** tickbox is selected then the basket will contain candidates belonging to all users in your agency. If it is not selected the basket will contain candidates belonging to the user's account only.

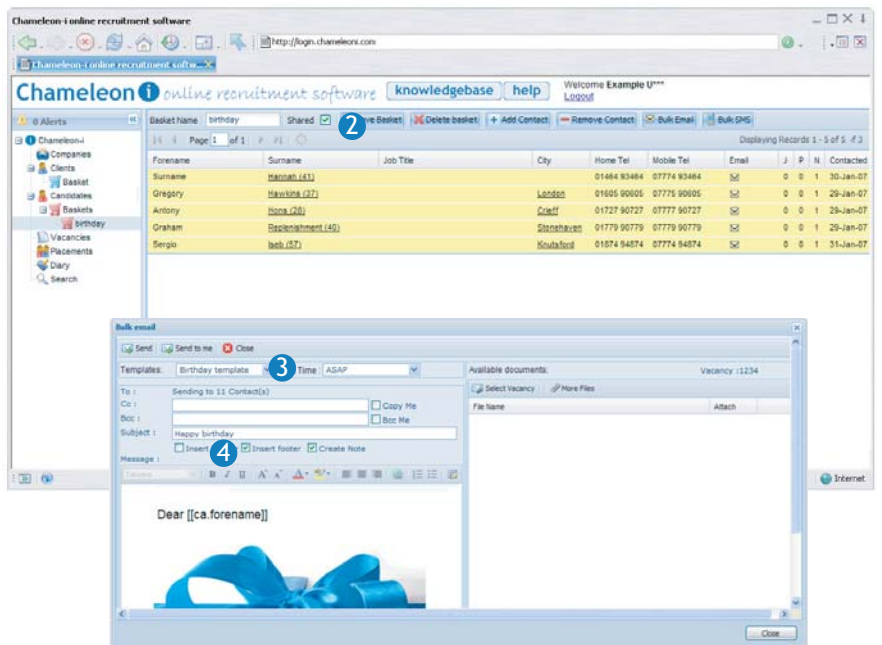
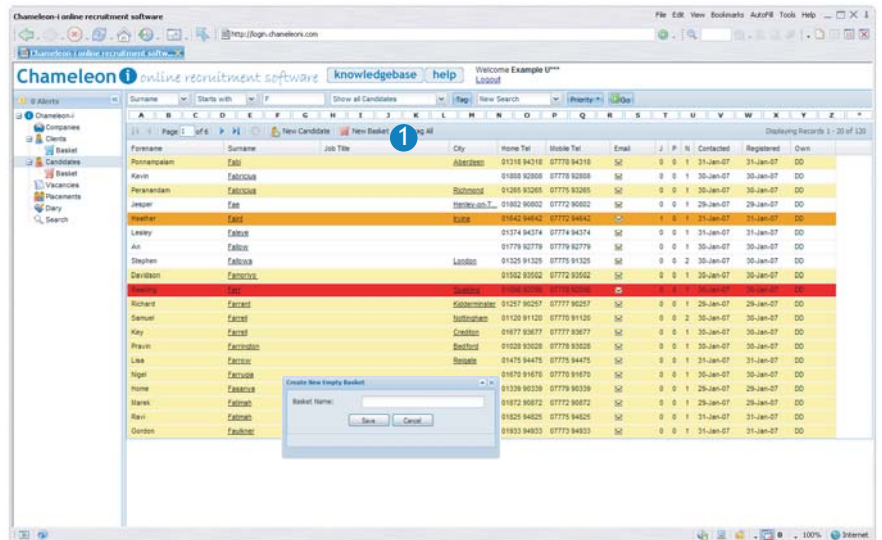
Tip: When you view the contents of the basket, the candidates age is displayed after the surname.

- From the bulk email window, choose from one of the pre-designed birthday templates.

Tip: Read how to edit the template for your company below.

- Untick the insert footer tickbox so that your email signature isn't included in the HTML email.

Tip: We recommend that you send a test email to yourself using the **send to me** button.



How to edit the birthday HTML template

1 From the Admin panel, select the CMS tab and select a birthday template from the drop down box.

2 You will need to edit a few details on the templates so they are relevant to your business.

Overwrite the text marked << **Type your message here** >> with your birthday message.

Upload your own logo to replace the existing sample that is sized to 180x50px.

Edit your contact details, so your telephone number, email address and web address are correct.

Legislation from 2007 means you must display your company name and registration details, and these will need to be edited on the email.

3 When you are happy with your adjustments, select **save**.

