

Automatic Emails

Adding images to emails

Currently SeTLS is not able to support embedded images in emails. Here is a handy work-around so you can include images (such as logos) in your outgoing emails to members.

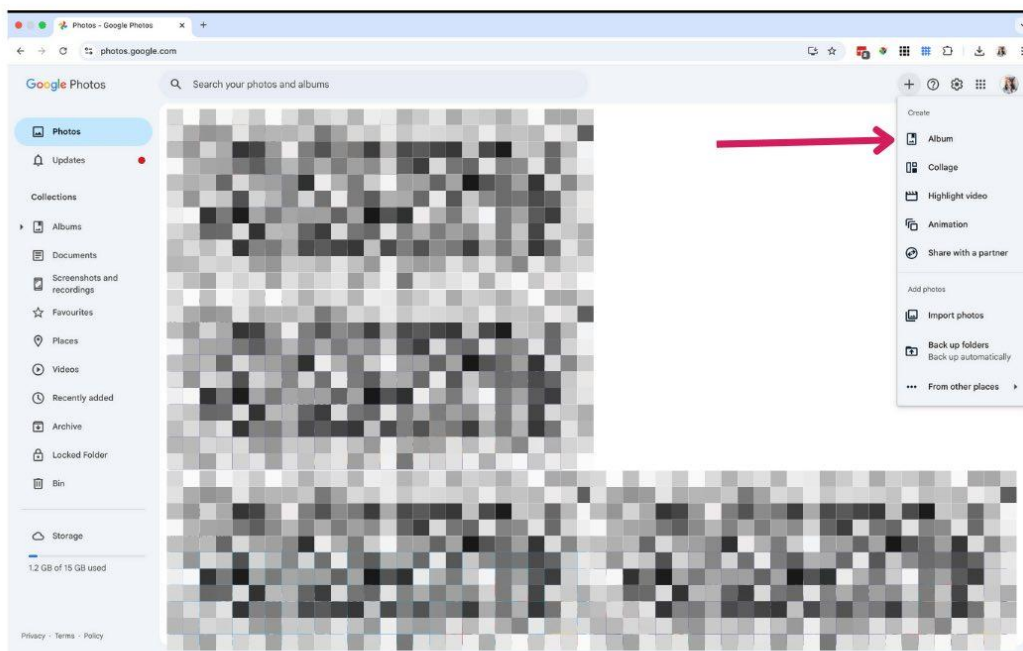
How to add images/logos to emails in SETLs

1. Open **Google Photos**
(Not regular Google Drive)



2. Top right hand corner select + and then "Album"

(If you already have a folder, select chosen folder and select Add photos icon in top right hand corner)



3. Once the album is created select "Add photos" and upload your image/logo to the album.



SETLs logos

5 Jun

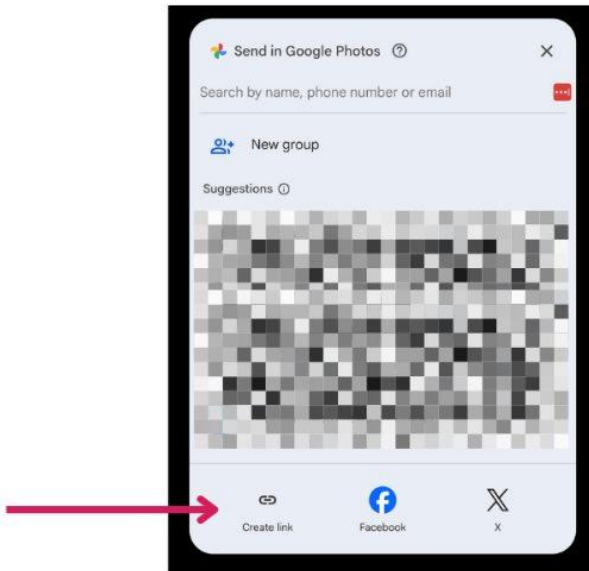


Once uploaded it will appear like this

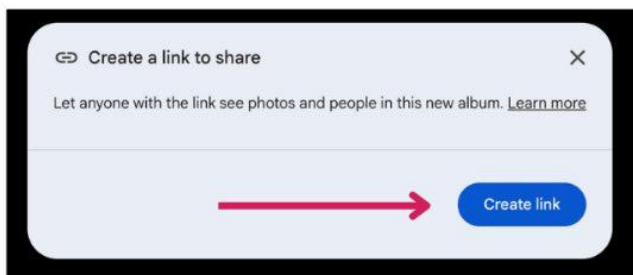
4. Open logo and in the top right hand corner select icon



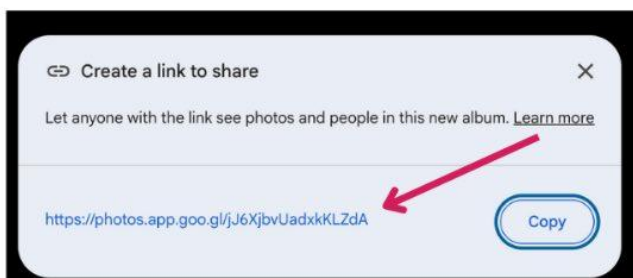
5. Select "Create link"



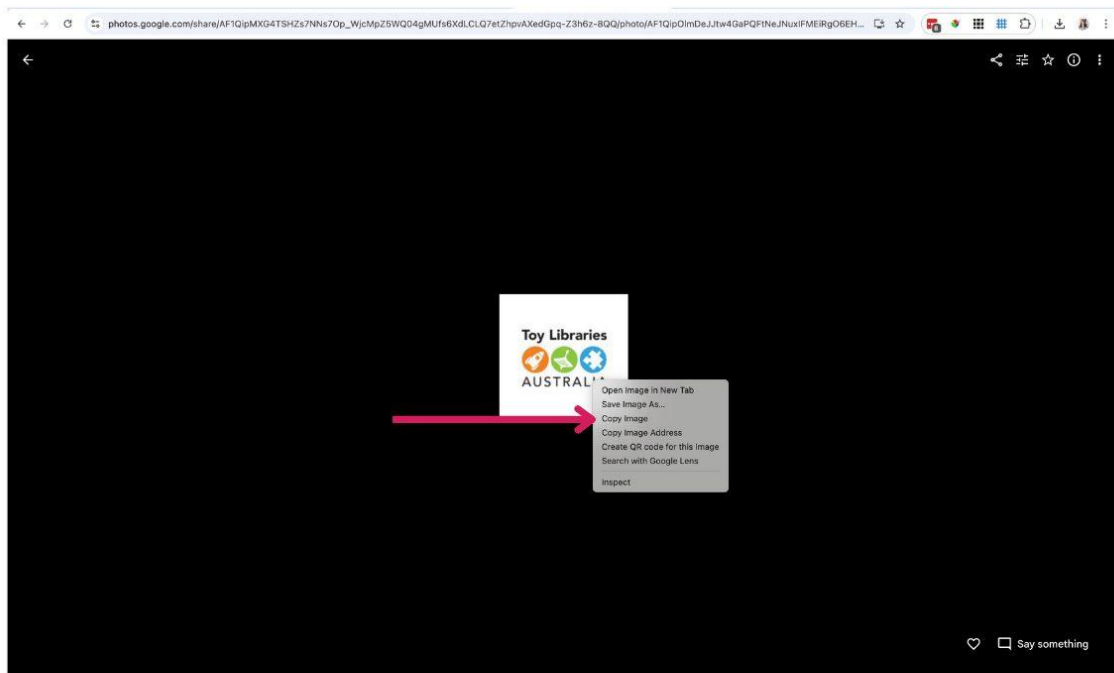
6. Then when it asks if you would like to Create a link to share, select "Create link" again



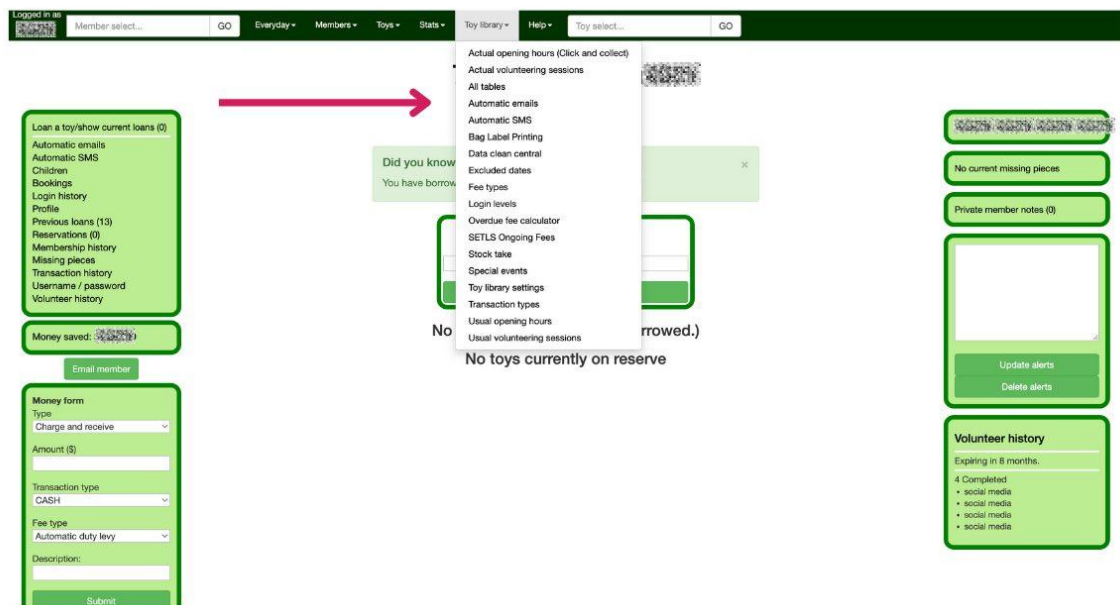
7. Open the new link



8. Click on your image and open it
9. Then right click on your image and select "Copy Image"



10. In SETLs select "Toy library", then "Automatic emails"



11. Choose the email you would like to add your image/logo to from list and select edit.

12. Once you have the email open, place the cursor where you would like to insert your image/logo.

13. Then you need to paste.

- Right click and select paste
- or if that's not available use the shortcut on your computer
- CTL+V or Command + V

Editing Template:
Appointment Mode - Booking Reminder

Database Elements

- toy_library_name
- member_names
- membership_number
- expiry_date
- membership_fee
- membership_kind
- money_owing
- click_and_collect_session_time
- loan_or_return

Hyperlinks

- the_calendar
- toy_library_email
- settle_homepage
- toy_library_website
- member_page
- help_page

Subject: Grovedale Toy Library: Appointment coming up soon

Active? ☐

This email goes out 3 days before booking

Dear [member_names](#),

This is an automatically generated courtesy email sent on behalf of [toy_library_name](#). You have an upcoming appointment on [click_and_collect_session_time](#).

Sincerely,
[toy_library_name](#)

Update automatic email

Last updated: 18:03, 02-06-2024

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14. Once it's pasted where you want it, select "Update automated email"



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Toy Libraries
AUSTRALIA

Update automatic email

Last updated: 18:03, 02-06-2024

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Revision #2

Created 7 September 2021 02:07:47 by Caris Morris

Updated 18 June 2025 01:32:21 by Mel R