

Email newsletters

12/03/2025 4:47 pm PST

Every Sunday, all events in the group are aggregated into an automatically generated email newsletter. It is distributed automatically on Sunday afternoon to all signed-up group members as well as [invited members by email](#). Members can [control email settings](#) or unsubscribe anytime, and admins can turn off the newsletter via the admin settings.

Admins can receive a draft of the email newsletter in the admin settings by selecting “newsletter” and then “preview.”

The email newsletter contains key information about upcoming events to entice members to sign up, including:

- Name
- Photo
- Preview of [attendees](#)
- Action button to sign-up

Selecting the sign-up button will bring the member to the event page, where they can sign-up in one tap (or create an account and sign-up in two taps).

Each week, upcoming events in the group are aggregated into an automatically generated email newsletter. It is distributed automatically to the audience selected by admins (for example, current members, [invited](#) members, or past members). Recipients can control their email settings or unsubscribe anytime, and admins can turn off the newsletter via the admin settings by unselecting all audiences.

Admins can receive a draft of the email newsletter in the admin settings by selecting “Newsletter” and then “Preview.”

Customize newsletter schedule

Customize when the weekly email newsletter is sent to members. Select the day and time that best fits your group’s rhythm — whether that’s early in the week to drive RSVPs, or just before a weekend event. This gives leaders greater flexibility to plan communications around your calendar and maximize engagement.

By default, newsletters are sent on **Monday morning**. To adjust the newsletter schedule, go to **Group admin settings → Email Newsletter**, then select your preferred send day and time.

Control who receives the newsletter

Admins can also choose which audiences receive the newsletter. This includes:

- **Current members**
- **Invited members**
- **Past members**

Use **Group admin settings → Email Newsletter** to toggle these audiences on or off, so the newsletter reaches the people you want to re-engage.

What the newsletter includes

The email newsletter contains key information about upcoming events to entice members to sign up, including:

- Name
- Photo
- Preview of [attendees](#)
- Action button to sign up

Selecting the sign-up button brings the member to the event page, where they can sign up in one tap (or create an account and sign up in two taps).
