

How to Add a Logo to an Email

Overview

The instructions will show you how to add your logo to your email communications. Your logo will need to be created as an attachment. The instructions below will show you how to add an attachment and add the logo to your email. Your logo can only be uploaded from an image file.

Email Attachments

From the main menu go to **System Configuration** and **Email Resources**. Please note all attachments added here will be able to be viewed on all locations. If you need to add an attachment to a specific location, you will need to be in the location you require, then from the main menu go to **Client Communication** and **Email Resources**.

Once you are in **Email Resources**, the following screen will appear.

Email Resource Library

File names should be text only and not include special characters such as... & ^ \$ comma etc.
Including special characters may cause issues.

Name	URL	Size	
Blank PDF.pdf	https://www.morleisure.co.uk/portal/EmailAttachments/283/13/1/Blank PDF.pdf	38 KB	Delete
SMTP2GO - CNAME.pdf	https://www.morleisure.co.uk/portal/EmailAttachments/283/13/1/SMTP2GO - CNAME.pdf	428 KB	Delete

Add File Click here to add a new attachment

Exit

The following screen will appear and click **choose a file**.

Upload your attachment

If you wish to send a large (over 100kb) attachment with your email, it is recommended the file is uploaded and the contents of the email updated to include a link to the attachment. Once a file is uploaded (via pressing the button below) a link to the file will be displayed to allow you to place it in the email text. Some email providers have limits on attachment sizes and smaller emails are less likely to be blocked.

Choose a file

Cancel

Select your logo graphic from your files, double clicking on the document will add this to SwimSoft and the following screen will appear.

Name

Location - Activities

- Andover - Gymnastics
- Andover - Swimming
- Atlantis - Swimming
- Isle of Wight - Swimming
- Walsall - Swimming
- Worcester - Swimming

SwimSoft will auto select your locations. If you don't want this file showing on another location simply untick the location and **Save**.

The image details will appear in a table as per the below screen.

	Name	URL	Availability	Size	
<input type="button" value="Edit"/>	Slim Logo.jpg	https://www.moreisure.co.uk/swimsoftonline/EmailAttachments/22/-1/-1/Slim Logo.jpg	All Location/Activities	21 KB	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	Terms and Conditions	https://www.moreisure.co.uk/swimsoftonline/EmailAttachments/22/-1/-1/Terms and Conditions	All Location/Activities	148 KB	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	New Starters.pdf	https://www.moreisure.co.uk/swimsoftonline/EmailAttachments/22/141/15/New Starters.pdf	Andover-Swimming	148 KB	<input type="button" value="Delete"/>
<input type="button" value="Edit"/>	Terms and Conditions.pdf	https://www.moreisure.co.uk/swimsoftonline/EmailAttachments/22/141/15/Terms and Conditions.pdf	Andover-Swimming	148 KB	<input type="button" value="Delete"/>

To add the logo to your email you will need to copy the URL.

Attaching your logo to your email

You now need to add the logo to your emails. To do this you need to go to **Client Communication** and **Activity Communication**.

Show entries

Search:

Edit	Type of Output	Print	Email	SMS	PDF	Delete
<input type="checkbox"/>	Booking Letter	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Invoice	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Invoice DD SO	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Invoice Move	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Invoice Stay	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	PaymentsOnline Email	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Progress Report	No	<input type="button" value="Manage"/>	No	<input type="button" value="On"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	Receipt	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Variable DDM Authorisation Email	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>
<input type="checkbox"/>	Welcome Letter	No	<input type="button" value="Manage"/>	No	No	<input type="button" value="Delete"/>

Showing 1 to 10 of 10 entries

Click Manage, next to the communication type.

You will now see the following screen to manage your email and add your logo. To add your logo to your email, ensure you put the cursor at the top of the email template.

Subject * <[ORGANISATION_NAME]> - <[OUTPUT_TYPE_NAME]> for <[S...>

+ Load Default Template + Insert Field

Source Styles Format Font Size A- A+ ?

<[SALUTATION]>

We have allocated <[STUDENT_FIRST_NAME_YOU]> a place on the <[CLASS]> course running on <[COURSE_DAY]> at <[COURSE_TIME]> with <[TEACHER_NAME]>. Lessons will take place in <[POOL_SECTION_NAME]> of the <[POOL_NAME]>. The course will run from <[COURSE_START_DATE]> and comprises <[NO_OF_LESSONS]> lessons running until <[COURSE_END_DATE]>. The actual lesson dates are detailed below.

<[COURSE_LESSONS_TABLE]>

Lessons will be charged to your account and in turn you will be asked to pay £25 per month on the first of the month to cover fees. To view your account please log into the Client Hub using the link below.

Email Reply Address* info@morsolutions.co.uk Settings + Insert Default Address

Attachments Manage Attachments

Exit Save

The following screen will appear.

Image Properties

IMAGE INFO LINK ADVANCED

URL

Alternative Text

Width

Height

Border

HSpace

VSpace

Alignment <not set>

Preview

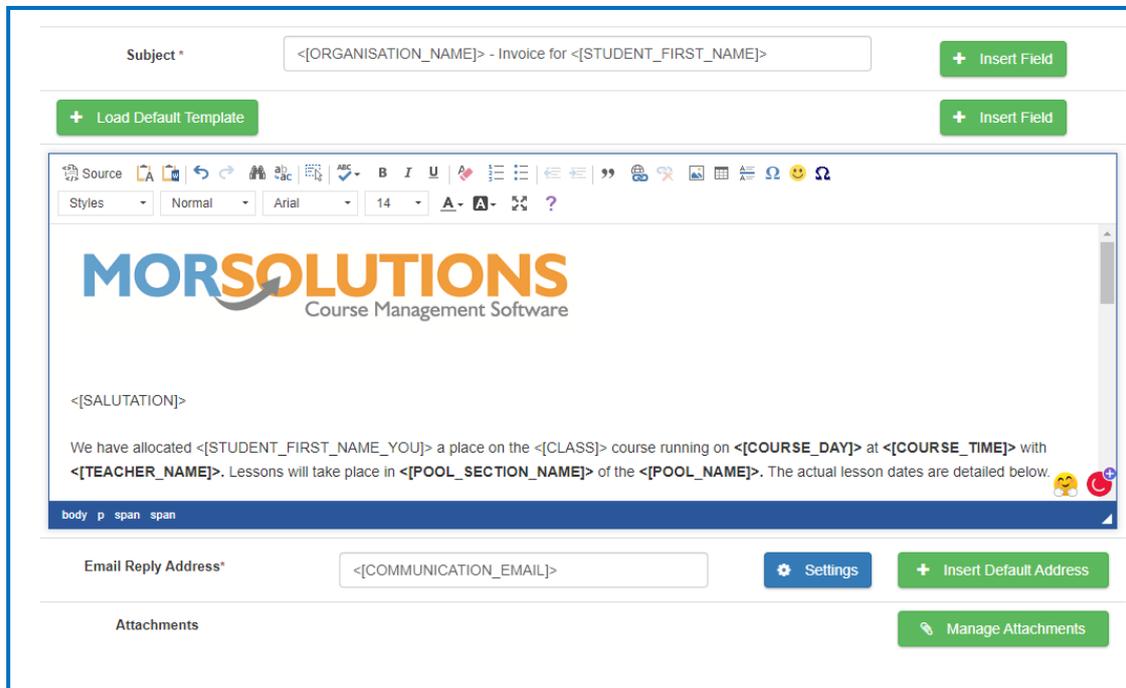
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor.

OK Cancel

Simply paste in your URL which you have copied from your email attachment table

Press ok

Your logo will on appear on your email as per bellows example.



If you need to adjust the size of your logo, click on the logo and go to the image icon. Here you can adjust width, height, and alignment.

If any aspect of this manual needs improvement, please email support@morsolutions.co.uk with your suggestion(s).