

# How to write an e-alert





# To send an e-alert to your members

Download the e-alert template from [rsc.org/FormsDocuments](https://rsc.org/FormsDocuments) and send it to [networks@rsc.org](mailto:networks@rsc.org). Each

**Subject line** Use your subject line to draw attention and encourage the reader to open your message.

Remember:

- Shorter subjects have higher open rates
- Avoid all caps and words like "free" or "guarantee" to avoid spam filters

The text visible in an email client before the email is opened: use this text

**Preview text** This is the text visible in an email client before the email is opened: use this text

**Content**

Use plain text:

- Use plain text for the main body of your email
- Use plain text for the main body of your email



# Other things to consider

E-alerts should only go to relevant audiences – we can filter the mailing list by things like membership type, employment type or career sector

Are you providing financial assistance for the event? Have you mentioned this? What about the RSC [Grants for Carers?](#)

# Final sense check...

Think about how you like to receive information

- Do you read loooooooooooooong emails?
- Do you like to see the important information first?

Are you promoting more than one event?

- Include a list or summary at the top with links and dates so that people can scroll to whichever events they might be interested in

You cannot include attachments in e-alerts

- Include a download link to the conference or event flyer

The e-alert templates have been designed to be inclusive and easy to read.

If you are going to use other mechanisms to contact your members, it's worth considering that some effects used for emphasis make your email harder to read:

**Choose a clear font: sans serif fonts are easier to read on screens**

**Be careful of coloured text: Red text is often blocked by SPAM filters**

**USE ALL CAPS SPARINGLY: TEXT IS HARDER TO READ AND ALL CAPS SUBJECT LINES ARE BLOCKED BY SPAM FILTERS**

Blocks of centred text are harder to read as the eye must deal with a varied starting position for each line – use justified or left align for paragraphs of text

Download our [quick guide to inclusive communications](#)



