

# SAMPLE Letter: USING ANNA CONNECTED

To use, copy and paste the text below onto a BLANK letter template  
If you have a chapter Website or a list of chapter events, include them in your letter.  
Visitors will also welcome a list of chapter officers, their roles and contact information.

If you wish to purchase ANNA letterhead for your chapter to use, contact [anna@ajj.com](mailto:anna@ajj.com)

**Keep your letter short!** If your meeting schedule or officer contact list takes up too much room, consider adding a second page with this information.

## *Good to know...*

Every member of your chapter is automatically “connected” to ANNA’s social networking resource, ANNA Connected. You can reach all your members with one message posted through ANNA Connected.

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Dear (*Chapter name*) Members,

ANNA Connected is the preferred method of communicating with our chapter members and we will be using it to communicate with you this year. We have included the “How To” instructions on how to use and set up your profile on ANNA Connected with this letter. You can also use ANNA Connected to contact fellow ANNA members.

If you have any questions on how to set up your ANNA Connected Profile please contact (name of chapter officer willing to help with ANNA Connected questions) or the Membership/Marketing Services Coordinator at the National Office (1-888-600-2662) or via the “Contact Us” link on the ANNA website (<http://www.annanurse.org/contact-us>).

Please assure your ANNA Connected messages are getting to you. We would hate for you to miss out on any chapter event because our messages via ANNA Connected were not reaching you.

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Sincerely,

\_\_\_\_\_, Chapter President  
\_\_\_\_\_, Chapter # \_\_\_\_\_

Attachment: *Using ANNA Connected for Chapter Officers and Members*

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# SAMPLE **Email** ABOUT USING ANNA CONNECTED

To use, copy and paste the text below into your email. You can send this out via your default email server or use ANNA Connected – which is the preferred method of communicating with ANNA members.

If you are unsure how to use ANNA Connected see the “How To” instructions *Using ANNA Connected for Chapter Officers and Members*.

**NOTE:** Send out an initial email to your members via your default email server **AND** ANNA Connected at the beginning of the year to let them know that messages from the chapter will be sent via ANNA Connected. Attach the “How To” instruction *Using ANNA Connected for Chapter Officers and Members*. This double email is to determine what members did not get the ANNA Connected message – these members have either expired membership, have not set up their ANNA Connected account, or have blocked ANNA Connected in their personal email settings. Send a list of the members who do not get the ANNA Connected message to Janet Betts at the National office (janet.betts@ajj.com)

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**Email Subject Line:** Email messages from the (ANNA) *insert name* Chapter via ANNA Connected

Dear (*Chapter name*) Members,

ANNA Connected is the preferred method of communicating with our chapter members and we will be using it to communicate with you this year. If you have received this email via your regular email server and ANNA Connected – Yippee!! You are good to go!

If you have only received this email via your regular email server and not ANNA Connected we ask that you let us know. You may need to set up your ANNA Connected Profile so we have included the “How To” instructions on how to do this as an attachment to this email.

If you have any questions on how to set up your ANNA Connected Profile please contact (name of chapter officer willing to help with ANNA Connected questions) or the Membership/Marketing Services Coordinator at the National Office (1-888-600-2662) or via the “Contact Us” link on the ANNA website (<http://www.annanurse.org/contact-us>).

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