# How OLLI Talks to You



# The Many Ways OLLI Communicates with Members:

The Blue Book

The OLLI ChroniCLE

The OLLI Website

The Weekly Newsletters

**OLLI Class Information & Updates** 

**OLLI Announcements & Events** 

OLLI Events Open to the Public

Stand-alone emails

In Memoriam emails

Shapiro Lobby Display

Social Media

Facebook

Instagram

The Essential Guide to OLLI & Campus Events

Board oversight: VP Communications, Jim DiTota. Also VP Programs, Sue Batie, VP Technology, Paul Herrick



# The Blue Book Editor – Jill Patterson

Published every semester

Print & electronic versions (for now)

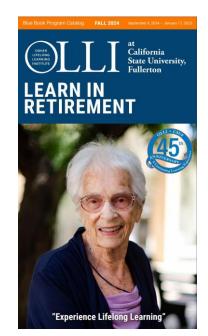
Section editors collect and edit information early in the previous semester

Finalized near middle of previous semester

New courses must first be approved by the Curriculum Committee

### **Contains**

General information about OLLI, office hours & contact, parking, campus maps Specific information about courses.



#### **CLECAT Club: Tech Talk**

Alternate Mondays • 12:30 p.m.-2 p.m. • Room 21/Zoom/Stream

September 9, 23 • October 7, 21 • November 4, 18

CLECAT (Continuing Learning Experience—Computers and Technology), CLE/OLLI's longest running club, is open to all OLLI members. The focus is on a wide range of technology topics: computers, digital cameras, phones, tablets, smart home devices, electric vehicles, home networks and other ways that technology touches your life. The format will include presentations by CLECAT members with group Q&A and collections of short videos addressing issues of interest. Check the weekly OLLI newsletters for information about each class's topic.

Instructors/Coordinators: Rick Hearn, Susan Hanna and guest presenters

Tech Coordinator: Susan Hanna



Class Changes list
Members-only section behind firewall
created during COVID

Recorded classes

Open to the Public classes available to all, others in members-only section And a wealth of other information!

# Today at OLLI calendar:

OLLI Website - https://olli.fullerton.edu Webmaster - Dan Coby

Course listings & OLLI calendar entry are done as soon as the Blue Book is finalized

Calendar & course listings updated throughout the semester as they come in

Zoom listings:

Collected at the beginning of each semester by VP Programs

Sent to members, accessible from Class newsletter & website (in members-only section)

**OLLI Daily Calendar - Osher Lifelong Learning Institute | CSUF** 

## **Newsletters**

**History** -- from *Newsbytes* to three newsletters

There is no OLLI Newsbytes or OLLI Bytes!

**OLLI Class Information & Updates:** 

**Editor – Ginger Barnhart** 

**OLLI Announcements & Events:** 

**Editor – Ginger Barnhart** 

**OLLI Events Open to the Public:** 

**Editor – Melinda Wiltsie** 

Published weekly during semester

Submission requirements & deadline

Drafts & proofreading

Published using Constant Contact

**Content is not duplicated** 



#### Content of each newsletter:







**Open to the Public Weekly Newsletter** 

## **OLLI Class Information & Updates**

Info not in Blue Book
NOT advertising or publicity
Only classes that submit information
Weekly class changes & cancellations
Link to Today at OLLI Calendar & to Zoom links

#### **OLLI Announcements & Events**

Announcements, Events, socials, etc.

Trips

Volunteers needed, Collaboration

CSUF events of interest to OLLI

Must be approved

## **OLLI Events Open to the Public**

Information about courses & events that are open to the public

Additional information about OLLI for non-members

This is the only newsletter that publishes this information, so members should read it too



**ChroniCLE** (and why it's spelled that way) **Editor – Chris Shaw** 

Published monthly, print & email/online Magazine/newspaper format rather than newsletter Input must be received the beginning of prior month for publication at end of month

## Includes

Information about trips and OLLI events
Board meeting reports & message from Board President
Photos and reports of past events
Spotlights on OLLI volunteers

## **Stand Alone emails**

# Changes, cancellations, and announcements Created and sent as needed by newsletter editors

We try to limit the number of emails OLLI members receive
Stand Alones are limited to last minute changes, cancellations, and important announcements (e.g. earthquake drill)
Other announcements as approved by Board and/or administration

In Memoriam Editor, Ellie Monroe





Line Dance Workshop will not meet Friday, November 1

#### **Contact Information**

The OLLI office is located in RGC Room 7. It is open weekdays from 8 a.m. to 5 p.m. Campus holidays are observed. The office phone numbers are 657-278-2446 and 657-278-4307, and the office email is olli-info@fullerton.edu

Questions or comments about OLLI emails should be directed to <a href="OLLInewsbytes@hotmail.com">OLLInewsbytes@hotmail.com</a>
Editors: Ginger Barnhart, Melinda Wiltsie



# **Constant Contact email list Maintained by newsletter editors**

Record only contains name and email address
Registrations are received from OLLI office on a weekly basis
Lists for current members, non-members, 90+, etc.
Member lists updated every semester (since COVID)

"I'm not getting my emails"

Unsubscribes & how to resubscribe

Spam & Promotions folders

How to report changes

Office and Constant Contact keep separate lists

#### Virginia Barnhart

Email subscribed

Added by you on Aug 25, 2014 • Edited Aug 9, 2024 at 9:45am PDT

Details

Engagement

Notes (0)

#### Campaign channel

#### Email address

gingerb92@gmail.com Subscribed by you on Aug 25, 2014 at 1:41pm PDT

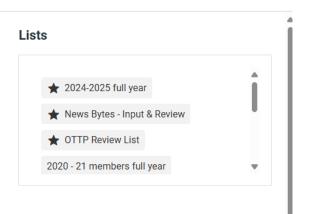
#### **Basic details**

#### First name

Virginia

#### Last name

Barnhart



#### Virginia Barnhart

**Edit contact** 

**Email subscribed** 

Added by you on Aug 25, 2014 • Edited Aug 9, 2024 at 9:45am PDT

Details

Engagement

Notes (0)

This shows data for the last 100 emails sent in the past five years.

#### Recent activity

#### Nov 5, 2024

10:35am  $\bullet$  Opened  $\bullet$  Email  $\bullet$  "OTTP NL for the week of Nov 4" on other device type

10:18am • Clicked • Email • a link in "OLLI classes October 28, 2024" on mobile device

10:18am • Opened • Email • "OLLI classes October 28, 2024" on mobile device

9:07am  $\cdot$  Clicked  $\cdot$  Email  $\cdot$  a link in "OLLI classes October 28, 2024" on mobile device

9:07am · Opened · Email · "OLLI classes October 28, 2024" on mobile device

7:05am • Clicked • Email • a link in "OLLI classes October 28, 2024" on mobile device

#### **Email summary**

Emails sent	194
Average open rate	71%
Average click rate	7%
Emails bounced	0

Edit contact

# **Shapiro Display Maintained by Melinda Wiltsie**

Refreshes daily at midnight Information of interest Today at OLLI Calendar

## **Social Media**

Facebook – maintained by Renee Cabrera Instagram – maintained by Roz Charles

# Spread the word!

You can follow OLLI-CSUF on social media.

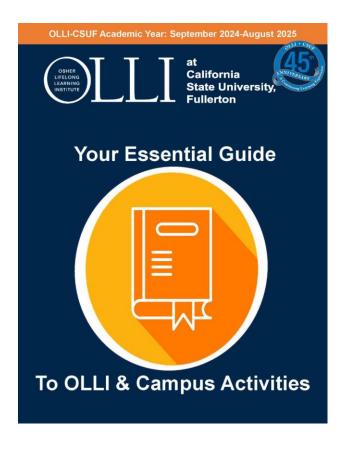




# Your Essential Guide to OLLI & Campus Events Editor – Kathy Gilroy

https://olli.fullerton.edu/\_resources/pdfs/MemberHandbook.pdf

This guide, available on the website, contains a wealth of useful information and resources about OLLI, as well as resources and activities available to OLLI members as part of the CSUF campus community.





# **How Do OLLI Members Communicate with Us?**

ollinewsbytes@hotmail.com

or contact the OLLI office: 657-278-2446 & 657-278-4307, olli-info@fullerton.edu