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What Communication Channels are Built Into Donarius?

Donarius® Church Management Software will print letters, and send mass emails. In a few months a messaging app will be available.

Customizing Letters/Emails/Messages:

Each letter, email or message can be customized in a **R**eport **F**or**M**at file. (The file ends with **.RFM**) We will also create one file for you at no charge. (Additional ones will be $20 each.) Several customized letters and emails are included with Donarius. To create a new letter or email similar to an existing one, click on the **Mailings** icon and choose **Setup Letters…** or **Setup Emails…** Choose an existing one where it says **Letter to Edit** or **Email to Edit**. Then click the **Copy** button and choose a name for the new one.

Each file has either words or text to be displayed or commands that insert something at that point. The commands will do things like:

- Set the font type, size and color
- Set the alignment of the text
- Show some graphics, dates, page numbers
- Include a field from the donors file, such as full name, first name or address
- Include info about donations the donor made
- Show some items only if certain conditions are true

Details about all the possible commands are found by clicking on How to use Donarius.

Selecting who will get a letter, email or message:

When displaying a letter, email or message, you tell the software the criteria to use when select who to display. Here are some options you have:

- Find a donor by name or envelope # to select only one
- Whether a donor donated in a given date range
- Whether a donor pledged or not
- Select only donors in a certain state, province or country
- Select only donors with a certain postal or zip code range
- Select only donors of a certain type
- Select only donors that have certain characteristics or exclude donors with those characteristics
- Select only donors who donated in a given amount range

To view a letter or email, click on the **Mailings** icon and choose **View Letters** or **View Emails**. Where it says **Letter to View** or **Email to View**, choose which format you want to use. Give the criteria and click **OK**. The **Letters** or **Emails** will be displayed. To print the letters click **[Print]** in the menu bar. To send the emails, click **[Send Emails]** in the menu bar.

After printing letters you can put each one in a window envelope, print address labels or print the address directly on blank envelopes. (Donarius prints labels and envelopes.)

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Sending letters to some donors and emails to others:

Some people prefer to be contacted by email and others by regular mail. In this case you may want to send the same message with each donor's preferred method. To do this you setup an email and a letter with the same message. Name each of them with the same format name. When the software sees a letter and an email with the same format name, it will send only one copy to each donor. Those who want to be contacted by email will get an email and all the rest will get a paper copy sent by regular mail. Suppose you have a *Thank You* letter that you want to send by both mail and email. You could start with a thank you letter called **Thanks**. Create an email also called **Thanks** (i.e. the format names are the same) with the same message as the letter. To send them out just do the emails then the letters (or vice-versa) and each person will be contacted in the way they prefer. You may have some people who want to be contacted both by email and by regular mail. For such people you may want to only send out an email. To do that, when sending out the emails, put a checkmark on **Emails have priority**. If you want them to receive both mailings, you have to put a checkmark on **Emails have priority**, when sending emails and a checkmark on **Letters have priority**, when printing letters.

Sources:

https://www.donarius.com/Help/table.htm (Accessed July 23, 2026)