

Email Distribution Network



CRN's Email Distribution Network provides a platform for Not-For-Profit Community Organisations and Government Services to promote their events, programs, services, jobs, training, news and information to a network of email subscribers.

Simply email CRN at **communications@crn.org.au** and request your information be distributed to our network. The content of your email and any attachments will be copied and uploaded to our online template and sent to subscribers, usually within 48 hours.

Email Format Guidelines:

- Please write a relevant title in the subject field of your email (Be specific, clear & concise).
- Do not send an attachment for distribution on its own, include a brief description about your event, program, service, job, or news in the content of the email (This will be copied into our online email template).
- Ensure you include the best contact details for the information you are distributing.
- If there is any information that you do not wish to be made public, please indicate this clearly in your email.
- The combined size of file attachments cannot exceed more than 1MB (1024kb) in total.
- We recommend that file attachments be of the following type: .pdf, .doc, .docx, .jpeg, .png, or .gif (we do not recommend sending out Microsoft Publisher or Excel files).

Please Note:

- Allow up to 48 hours for CRN to send out your email. Feel free to contact us if you have not seen your email distributed within this timeframe.
- CRN's Email Distribution Network is limited to information that is relevant to community workers or their clients in **Blacktown** and **The Hills** Local Government Areas.
- CRN reserves the right to determine whether emails are relevant to our subscribers.

Disclaimer:

CRN does not accept responsibility for the accuracy or integrity of any material contained in the emails we distribute. The information, views, or opinions presented (including attachments) are those of the original sender and do not necessarily reflect the views of CRN.