How to send a Club email to players, officials, etc.

Click on the Dustbin to Delete an email

If you wish to see all emails click on [List All Emails]

When you are ready to send an email, click on the Envelope and you will be able to choose who to send to before sending

Click on an Email to Edit

Click Email to edit

[New Email]

			Mar 08	10C request for Coach and Manager	10C request for Coach and Manager
			Feb 08	2008 Team Lists	2008 Team Lists
			Jan 08	AA Pre-season training	AA Pre-season training
			Feb 08	Assigned to a team	Cameron Healy assigned
			Mar 08	Coaches and Managers Meeting 2008	Coaches and Managers Meeting 2008
			Feb 08	Girls Grading February 16th & 23rd, 24th	Girls Grading February 16th, 17th & 23rd, 24th
			Feb 08	Grading Cancelled for U10, U11, U12 & U14	Grading Cancelled for U10, U11, U12 & U14
			Feb 08	Grading for U13 still on tomorrow at KHS	Grading for U13 still on tomorrow at KHS
			Feb 08	Grading March 2nd - U6, U7, U8, U9 and U9G	Grading March 2nd - U6, U7, U8, U9 and U9G
			Feb 08	Grading Sunday 17th February	Grading Sunday 17th February
			Feb 08	Grading U15, U16, U18 Friday 15th February	Grading U15, U16, U18 Friday 15th February
			Feb 08	KDSA Small Sided Games Information Night	KDSA Small Sided Games Information Night
			Mar 08	KDSA U(and U10 Development Squads	KDSA U9 and U10 develpment squads
			Mar 08	Playing Girls Comp - U9 Girls	Playing Girls Comp - U9 Girls

You can edit the email and add whatever text or images you like. Be careful about adding too many large images.

Edit Document

Email Title: test 10
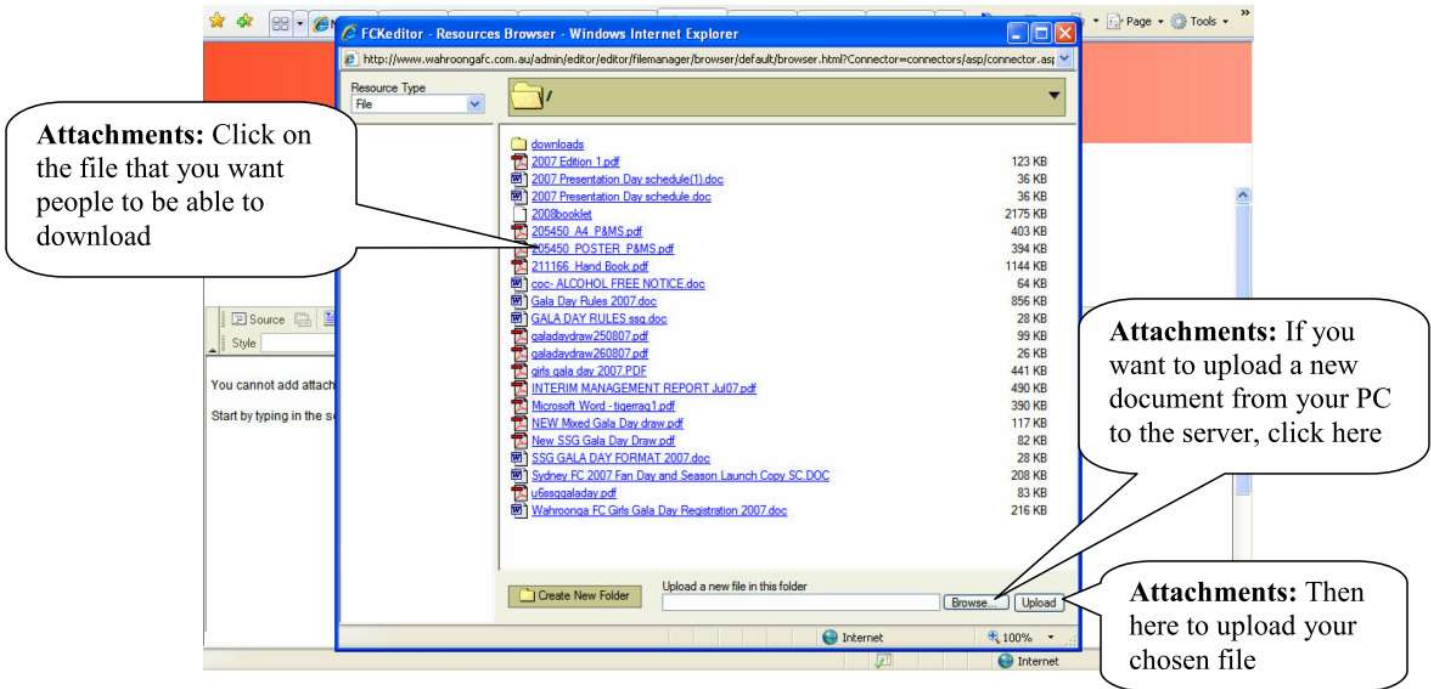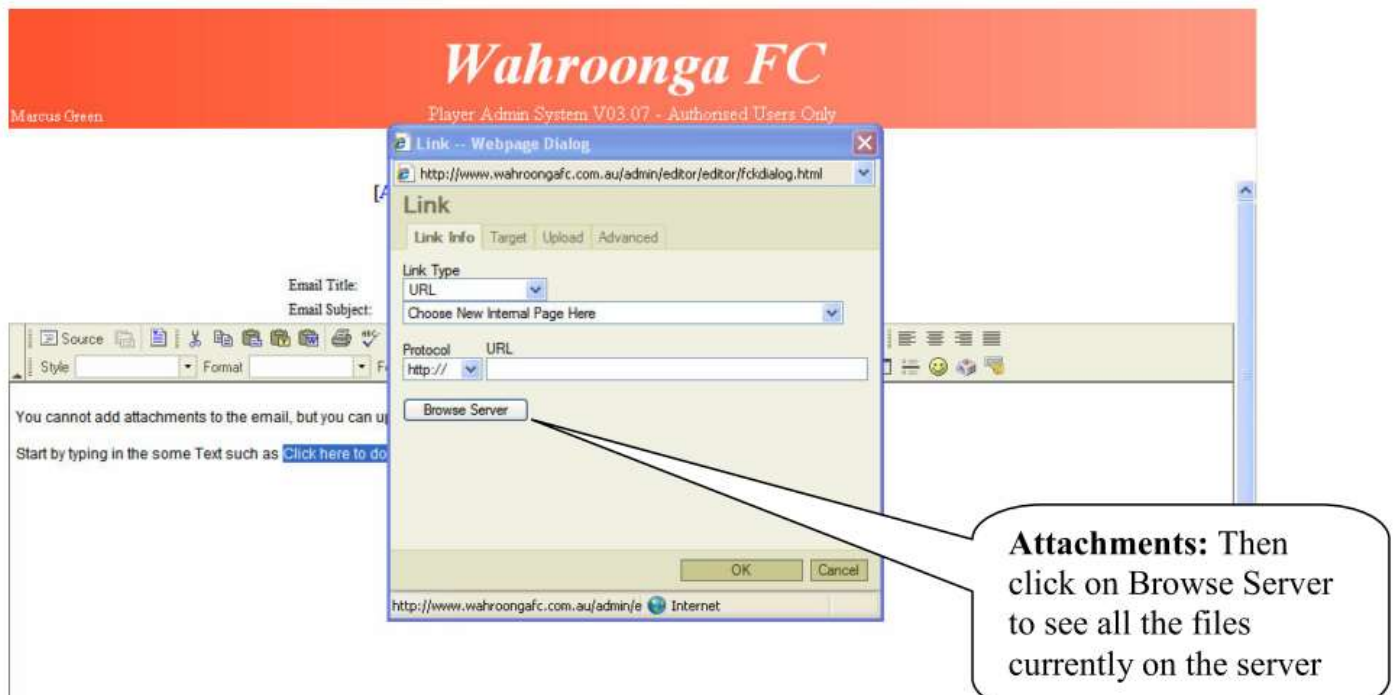Email Subject: test 10

You cannot add attachments to the email, but you can upload a document to the server and then add a link to that document

Start by typing in the some Text such as Click here to download the document

Attachments: Start by highlighting the Text

Attachments: Then click on the Link Icon and a new window will popup

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You can't send attachments, but you can put a link in the email to allow people to download and view documents from the server.

Attachments: Then click on Browse Server to see all the files currently on the server

Attachments: Click on the file that you want people to be able to download

Attachments: If you want to upload a new document from your PC to the server, click here

Attachments: Then here to upload your chosen file

| Style | ▾ | Format | ▾ | Font | ▾ | Size | ▾ |

You cannot add attachments to the email, but you can upload a document to the server and then add a link to that document

Start by typing in the some Text such as Click here to download the document

> **Click to Save your email when you are ready**

Click here to Update the Email

Click Email to edit

[New Email]

> **When you are ready to send an email, click on the Envelope and you will be able to choose who to send to before sending**

	🗑	📄	Mar 08	10C request for Coach and Manager	10C request for Coach and Manager
	🗑	📄	Feb 08	2008 Team Lists	2008 Team Lists
	🗑	📄	Jan 08	AA Pre-season training	AA Pre-season training
	🗑	📄	Feb 08	Assigned to a team	Cameron Healy assigned
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	🗑	📄	Feb 08	KDSA Small Sided Games Information Night	KDSA Small Sided Games Information Night
	🗑	📄	Mar 08	KDSA U(and U10 Development Squads	KDSA U9 and U10 develpment squads
	🗑	📄	Mar 08	Playing Girls Comp - U9 Girls	Playing Girls Comp - U9 Girls

Choose who you want to send the email to. The Sender List has the highlevel groupings, such as Current Players, Players who haven't Paid etc

If you want to, you can reduce the number of recipients by selecting only certain Age Groups or Teams

Send Email

Target Audience:

Choose Sender List
*Current Members
Age Managers
Team Managers
Team Coaches
Team Referees

Age Groups
M35
M45
MAA
U10
U10G

Team Names
GU10A
GU10B
GU12A
GU12B
GU12C

Remember that last years Age Group are now 1 year older (ie for "Not yet Re Registered").

Test Option: Test Only

From Email: marcus@calfordgreen.com

Subject: test 10

Body: This is the body of the email

Send

You can send a Test which only sends an email to the "From Email" or you can "Send for Real"

Click Send. Once every email has been sent, you will be sent an email confirmation that all the other emails have been sent

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