

How do I send an email to my members?

Last Modified on 07/10/2019 3:10 pm AEDT

Hover over Memberships and select Members.



Select the filter that best applies to the group of members you want to email. For example, if you want to email members who played last season, you would select By Season/Age Group.

Members							
Members List	By Membership	By Member Type	By Season / Age Group	By Organisation	Pending	Financial Filter	Unpaid

Click the **checkbox** at the beginning of each line to select the member(s) you wish to email.

NOTE: To send email to everyone listed on the page, check the box in the header row.

Me	Members								
Mei	Members List By Membership By Member Type By Season / Age Group By Organisation Pending Financial Filter Unpaid								
	Em	ail Members							
		MEMBER NAME	STATUS 🛊	ORDER DATE ÷	ORDER NUMBER ÷	ORDER ITEMS			
	\$	Stephen Curry	Committed	9/04/2018 3:50 pm	202827	(2017/18 National) SeniorClub fees 2state productnational product			
	\$	Farheen Sultana	Committed	24/04/2018 3:24 pm	202886	asdfnational product			
	\$	Cissy 0315 A Gao 0315A	Committed	11/05/2018 2:01 pm	203017	(2017/18 National) League Age 5			
	\$	TestRegmi TestRegmi	Committed	30/05/2018 3:29 pm	203133	Club fees 2			
	\$	Stephen Curry	Committed	13/06/2018 3:20 pm	203262	(2017/18 State) Junior Playing Senior(2017/18 National) League Age 5			

Click Email Members.

Mei	Members									
Men	Members List By Membership By Member Type By Season / Age Group By Organisation Pending Financial Filter Unpaid									
	i Ema	ail Members								
		MEMBER NAME	STATUS \$	ORDER DATE \$	ORDER NUMBER ÷	ORDER ITEMS				
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	\$	TestRegmi TestRegmi	Committed	30/05/2018 3:29 pm	203133	Club fees 2				
	\$	Stephen Curry	Committed	13/06/2018 3:20 pm	203262	(2017/18 State) Junior Playing Senior(2017/18 National) League Age 5				

If you want to use an email template or letterhead, click on**magnifying glass** to select them. These are not mandatory and need to be set up prior to sending emails.

Email Members	×
Step 1	→ Next Step
Email Template	٩
Email Letterhead	Q

Click Next Step.

Em	ail Members		×
	Step 1	→ Next Step]
	Email Template	Q	-
		4	-
	Email Letterhead	٩	

Click Next Step.

All the recipients you initially selected are displayed. **F** you wish to add more recipients, dick **Add New Recipient.**

Click Next Step.

Email N	Ver	nbers	×
Step		dd New Recipient	← Previous Step
		RECIPIENT NAME	EMAIL
ø	×	Farheen Sultana Q	And and a second second second
ø	×	Stephen Curry	
		Show 10 Message Recipients Pe	r Page Showing Rows 1-2 of 2

Enter the email subject under Subject and the text of the email under Message (Rich Text).

ail Members				
Step 3		← Previ	ous Step 🔶 Next	t Step
Subject *				
Payment Required				
Dear Member, We noticed that you	have registered for the current se tact us to <u>organise</u> payment.	ason. For some reason, the pa	iyment has not gone	
Dear Member, We noticed that you		ason. For some reason, the pa	nyment has not gone	
Dear Member, We noticed that you through. Please con		ason. For some reason, the pa	nyment has not gone	
We noticed that you through. Please con Thanks Kind regards,		ason. For some reason, the pa	iyment has not gone	

Click Next Step.

Click Next Step.

Email Members	×
Step 4	← Previous Step
Confirm Not Marketing	
-	

Review all the details and click Confirm and Send.

mail Members				×
Summary Please review the details. Email Letterhead		Previous Step Email Template	 Confirm and Send]
Confirm Not Marketing				
RECIPIENT NAME	EMAIL			
Farheen Sultana Stephen Curry	1			
Show 10 • Message R Subject Payment Required	ecipients Per	Page Showing Rows 1-2 of 2		
Message (Rich Text) Dear Member,				
We noticed that you have registered for the c season. For some reason, the payment has n through. Please contact us to organise paym	ot gone			
Thanks Kind regards, Admin				

Related Articles