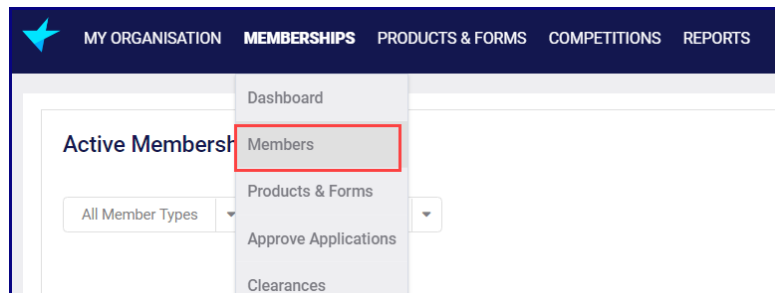# GAMEDAY

How do I send an email to my members?
Last Modified on 07/10/2019 3:10 pm AEDT
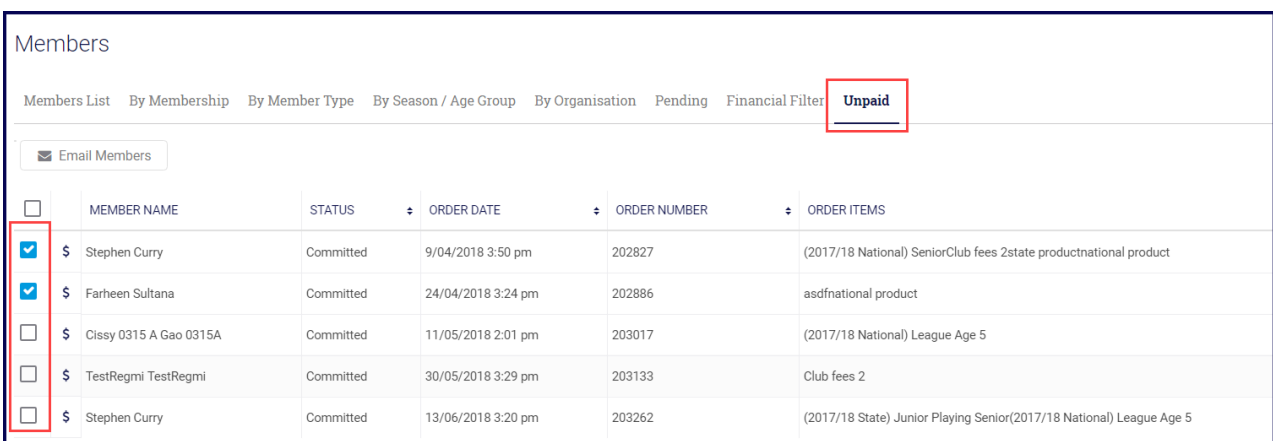
Hover over **Memberships** and select **Members**.

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.

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.

Click **Email Members.**

Members

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

✉ Email 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

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.

Click **Next Step.**

Click **Next Step.**

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

Click **Next Step.**

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

Click **Next Step.**

Click Next Step.

Review all the details and click **Confirm and Send.**

Email Members ✕

Summary

Please review the details.

[← Previous Step] [✔ Confirm and Send]

Email Letterhead

Email Template

Confirm Not Marketing

☑

RECIPIENT NAME	EMAIL
Farheen Sultana	
Stephen Curry	

Show [10 ▾] Message Recipients Per Page   Showing Rows 1-2 of 2

Subject

Payment Required

Message (Rich Text)

Dear Member,

We noticed that you have registered for the current season. For some reason, the payment has not gone through. Please contact us to organise payment.

Thanks

Kind regards,
Admin

Related Articles