

How do I send a team renewal email to team managers?

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For competitions/ leagues where teams are required to register each season, Communicator provides the ability to send an email to teams in your database with an invitation to register to the new season. **This requires contact details to be present within each team's record. If not contact details are listed for teams in the past then no emails can be sent out so you will need to add them.**



NOTE: you can only use this process if your organisation has set up team to association forms, where teams themselves register via a form. Make sure this is set up within relevant questions and products before sending out the emails.

If you do not have this option, you may not have permission to send team renewals out from your level, so contact your association/state regarding this or your organisation does not have team to association registration forms listed so you will need to add them.

To send out a Team Renewal email:

1. From the association or club level of Membership, click on **Communications** in the menu.
2. The Communicator options will open. Click on **Team Renewals**.

Communicator - Options

Select from the options below:-

Send a Message	Create and send a message to your members via email or sms
Team Renewals	Send preset team entry invitations to existing team
Member Renewals	Send preset member entry invitations to existing members
Manage Custom Groups	Set up and manage communication groups
Program Renewals	Send preset program invitations to existing members
EOI Invitation	Send program invitations to eoi members
Profile	Set up and manage the sender profile settings for this account
Sent Messages	Display a log of previously sent messages

3. Under 'Choose a past season to send renewals to', click on the drop-down list and **select a past season**. Registration renewal emails will be sent to teams from that season.

If you attempt to send these to new/current season teams, nothing will occur as you have no teams registered for

your new/current season yet.

Communicator - Team Renewals

Use this feature to send out reminders to teams to renew their registration.

Invite teams from which season?

Choose the teams for which you would like to send out renewals by selecting a season (normally the previous season) where the teams have been playing.

Choose a past season to send renewals to:

2021 ▼

Continue >

4. Click on Continue.

5. The list of teams registered to the selected season will appear. If you want to send the message to all (or most) teams, click on Select All. This will tick the check boxes for each team, and you can click on any teams (un-tick) that you do not want to send the message to.

Use this feature to send out reminders to teams to renew their registration.

Invite teams from which previous competitions?

By selecting competitions here you are choosing to communicate with teams from that competition.

(Select All/ Unselect All)

- ☒ Seniors Division 1
- ☒ Seniors Division 2
- ☒ Under 18s Boys
- ☒ Under 18s Girls
- ☒ USAFL Pools Competition

Confirm Recipients >

6. Click on Confirm recipients.

A list of team contacts will appear here if they are listed within the team. If you cannot see any team contacts here, it means that there are no contact details listed for the team so you need to add them to the team before continuing. Untick any irrelevant teams.

[Select All/Unselect All](#)

2020 S Junior Open Girls

Team Name	Contact	Email	
Devils	Matt Carter	mail.com	<input checked="" type="checkbox"/>
Launch Lynx	Sharyn Barrile	@gmail.com	<input checked="" type="checkbox"/>
Outlaws	Maureen Bextream	nd.net.au	<input checked="" type="checkbox"/>
Raptors	Lisa Tanner	ond.com	<input checked="" type="checkbox"/>
St Joes	Sarah Kerr	.com	<input checked="" type="checkbox"/>
UYBA Blazers	Fiona Minahan	etball@gmail.com	<input checked="" type="checkbox"/>

[Choose Form >](#)

7. Click on Choose form.

8. Under 'Choose Registration Form', click on the drop down list and **select the team registration form** you want to send to each team.

Use this feature to send out reminders to teams to renew their registration.

Choose registration form

The reminder email you send will contain a link to a team registration form. Please confirm here which form you wish to use for this purpose.

—Select a form—

—Select a form—

Reformed Soccer League - Demo Team to Association (#101430)

Customise email >

8. Click on Customise email.

9. The email message that will be sent to teams will be shown. The team contact's name, your organisation name and the link to the registration form are automatically included in the email. Most of this email cannot be modified, however you are able to customise the first paragraph. Click in the text box and type your message.

Use this feature to send out reminders to teams to renew their registration.

Customise email

The reminder email you send will contain instructions for re-registering. You can customise some of the introductory text.

Hi << Team Contact >>,

GameDay Passport Training is starting our new competition soon.

We want to make sure your team is registered

We have prepared an online registration form and we can also accept online payment.

Click [here](#) to commence the registration process.

Send emails now

10. Click on **Send emails now**.

11. A message will appear confirming the number of emails that have been sent.
