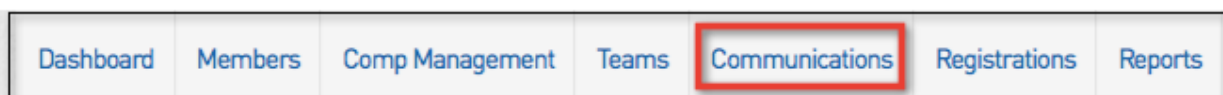


## Aussie Hoops: Sending program renewal invitation emails to parents

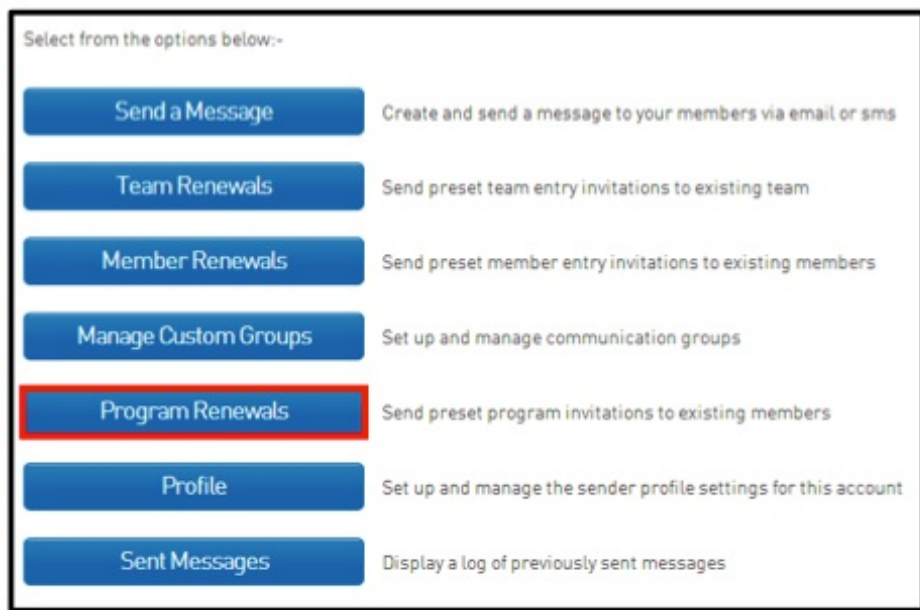
Last Modified on 10/09/2018 2:49 pm AEST

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1. Login to Aussie Hoops Membership at Centre level through SportsTG Passport
2. Click on the Communications Tab.



3. Select Program Renewals button.



4. Select the programs relating to the participants you would like to send renewal invitations to and select Choose Recipients.

## Invite members from which Program?

By selecting Programs here you are choosing to communicate with members from that Program. If no Programs is selected then you've chosen to communicate with everyone in that season.

[\(Select All / Unselect All\)](#)

[\(Show Inactive\)](#)

- Busselton Basketball Term 3 (Wed 4:00 PM)
- Busselton Basketball Term 3 (Wed 5:00 PM)



[Choose Recipients >](#)

5. Select which email address fields you would like to send the renewal invitations to. You can also select individual participants to email.

Select email methods:

- Email
- Parent/Guardian 1 Email
- Parent/Guardian 2 Email

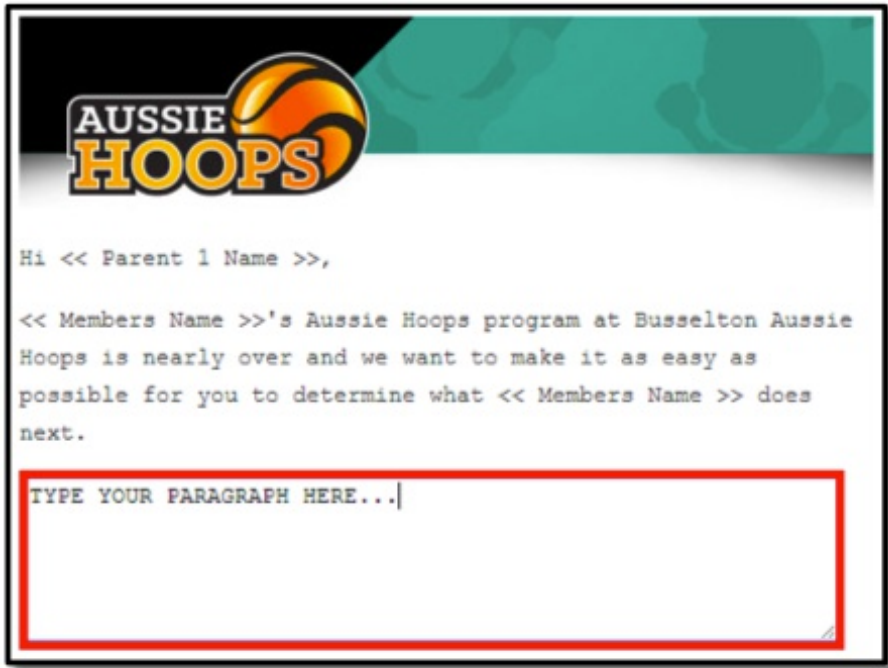
### Busselton Basketball Term 2 (Wed 4:00 PM)

Name	Email	Parent/Guardian 1 Email	Parent/Guardian 2 Email
<input checked="" type="checkbox"/> Layla Adderson		cmadderson@hotmail.com	
<input checked="" type="checkbox"/> Harrison Allardyce		sallysean.allardyce@bigpond.com	sallysean.allardyce@bigpond.com
<input checked="" type="checkbox"/> Brandon Andrich		Troyandbecky@bigpond.com	Troyandbecky@bigpond.com
<input checked="" type="checkbox"/> Reed Bennet		raels76@southernphone.com.au	raels76@southernphone.com.au
<input checked="" type="checkbox"/> Isaac Blacker		r.blacker@bigpond.com	r.blacker@bigpond.com
<input checked="" type="checkbox"/> Holly Blacker		r.blacker@bigpond.com	r.blacker@bigpond.com
<input checked="" type="checkbox"/> Jake Boyle		trudy@trudysmusic.com	mick@dmielectrical.com.au
<input checked="" type="checkbox"/> Deven Bradley	kimandbert@bigpond.com	kimandbert@bigpond.com	kimandbert@bigpond.com
<input checked="" type="checkbox"/> Benjamin Davies	sam@4elements.com.au	sam@4elements.com.au	
<input checked="" type="checkbox"/> Seth Matteo		Niccarroll71@hotmail.com	
<input checked="" type="checkbox"/> Eva Nilsson		lee-nilsson@hotmail.com	lee-nilsson@hotmail.com
<input checked="" type="checkbox"/> Corey Rushforth		nomeslawson79@hotmail.com	
<input checked="" type="checkbox"/> Jenna Rushforth		nomeslawson79@hotmail.com	
<input checked="" type="checkbox"/> Jessie Russell		russell_jolene@yahoo.com	
<input checked="" type="checkbox"/> Joel Smith		cantik74@outlook.com	
<input checked="" type="checkbox"/> Nicholas Tucker	plasticmonkey1@bigpond.com	plasticmonkey1@bigpond.com	

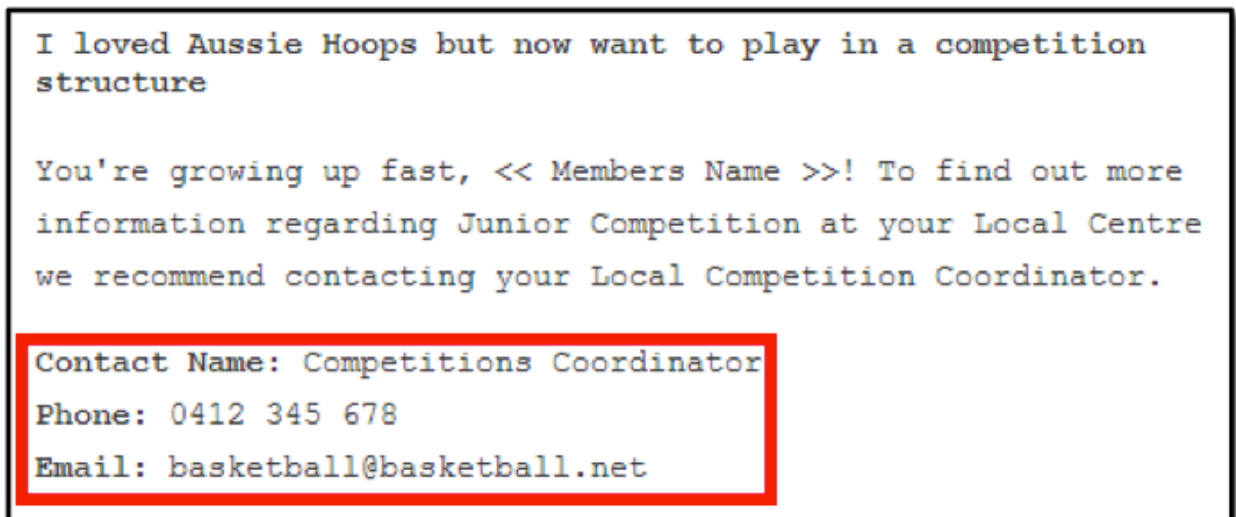
6. Once you have selected your recipients, click Customise Email.



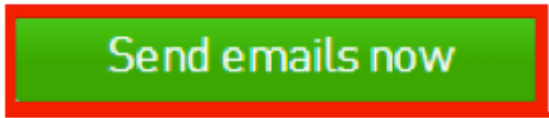
7. You can then add a paragraph to the pre-set renewal email. Be sure to read the entire message so you don't repeat the same information.



8. Check the contact details of your Local Competitions Coordinator are correct so participants and their families are directed to the correct person. Please see "Adding/Editing Local Centre Coordinator Contact Details" for instructions on adding/editing these.



9. Finally, scroll down and click the Send emails now button.



Can't resolve your issue with this article? [CLICK HERE](#) to submit a support request to your local Basketball Network representative.

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