

How do I send an email to Course registrants?

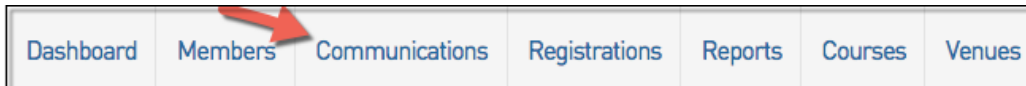
Last Modified on 06/12/2023 11:03 am AEDT

Email Course Registrants

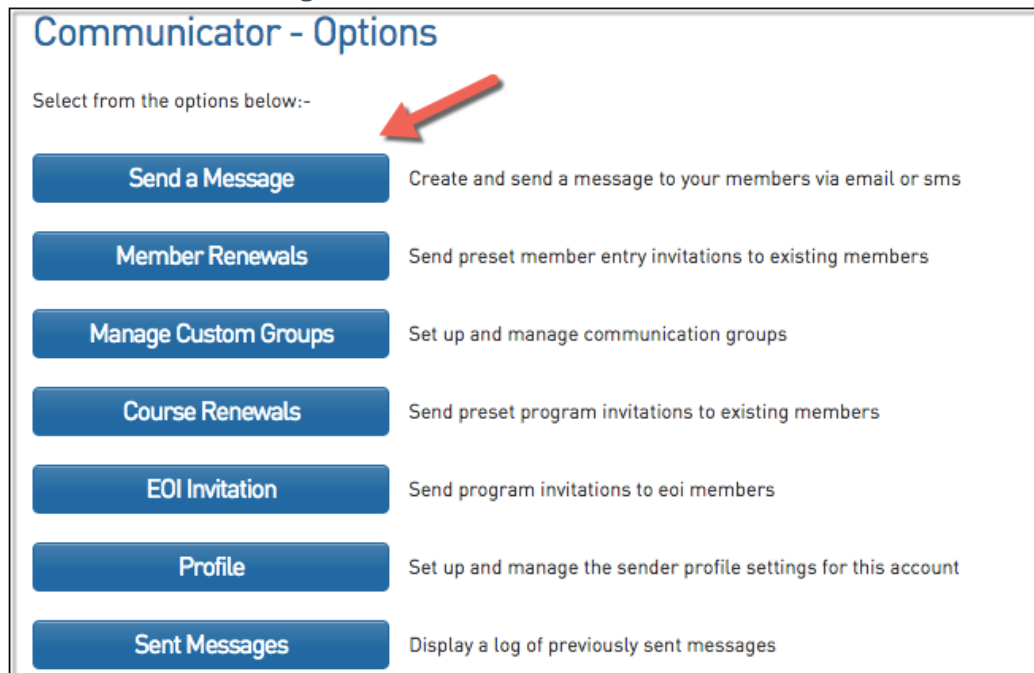
Communicator will allow you to send information to members registered in a specific course. Successful execution of this test will require that at least one member is to the course you wish to communicate with. Prior to executing this test please ensure that you have registered a member to the course you communicate with.

From Centre Level:

1. Click on **Communications** in the Menu bar.



2. Click '**Send a Message**'.



3. Click '**Membership Group**' and then select the course you wish to contact (only active courses will display).

Recipient Options

Membership Group

These groups are created based on Member types and organisational contacts

Custom Group

These groups are created manually.

Saved Report

These groups are created based on the results of Saved Reports.

Membership Group

Choose which predefined list you want to send to. When complete press the "Continue" button.

Players

Registered in Season Include parents

Coaches

Registered in Season

Umpires

Registered in Season

Officials

Misc

Registered in Season

Volunteer

Registered in Season

Courses

Enrolled in Course Include parents

Continue

4. Click **Continue**.

5. Click **Email**

Communicator - Confirm Recipients

You have chosen to send a message to Predefined List Programs.

Choose the type of message(s) you would like to send.

SMS

To send an SMS you require sufficient credits.
You have 0 SMS credits available. You are not logged in to send an SMS

Email

Send a longer less urgent message

Combo

This option will SMS contacts with a mobile number and automatically email those contacts with an email address but no mobile number listed.

Untick to exclude people from this message

Contacts List			
Name	Email	Mobile	Select All/Unselect All
Captain HOOK	m.maden@foxsportspulse.com		<input checked="" type="checkbox"/>
Brendan PAN	m.maden@foxsportspulse.com	0444233232	<input checked="" type="checkbox"/>
Andrew PURCELL	a.purcell@foxsportspulse.com	+61404942388	<input checked="" type="checkbox"/>
Terry TERRY	testing@foxsportspulse.com		<input checked="" type="checkbox"/>
Contact Summary			
Contacts with an Email address	4		
Contacts with a Mobile phone number	2		
Contacts with an Email address but no Mobile phone number	2		
Contacts with both an Email address and a Mobile phone number	2		
Total Contacts	4		

6. Compose the message

Click **Send**.

Communicator - Compose Message

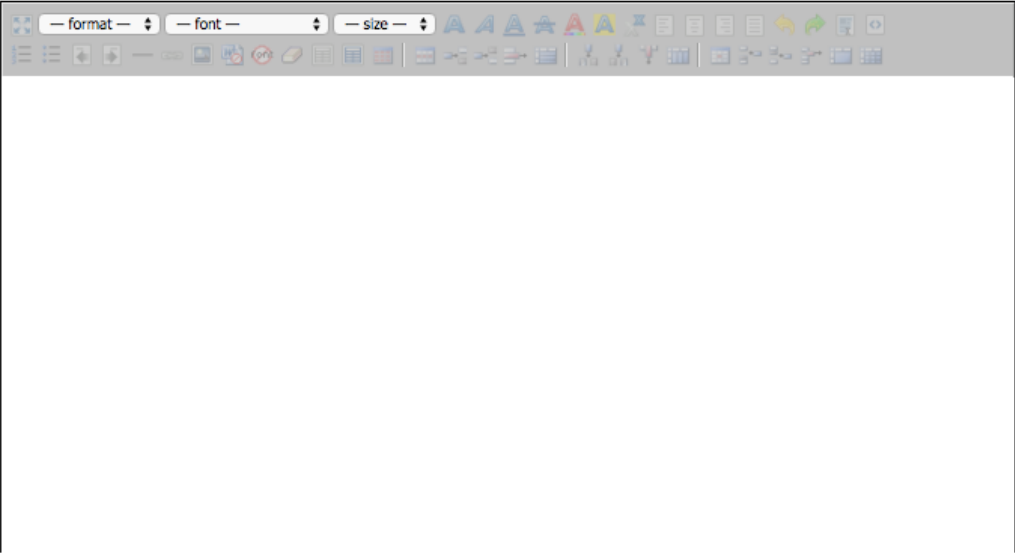
All fields must be completed. When finished, press the 'Send Message' button.

Email

From:

Subject:

Message:

A rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, text color, background color, link, unlink, list, and other formatting options. Below the toolbar is a large, empty text area for composing the message.

Type of Message: