How do I send a Course EOI email?

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

Communicator – Email Course EOI

Communicator also allows you to contact people who have expressed interest in a course. Successful execution of this test will require that at least one member has expressed interest in the course you wish to communicate with. Prior to executing this test please ensure that you have at least one expression of for the course you communicate with. Instructions on how to express interest can be found below under "Map Finder Tasks – Find a Course and Express Interest"

From Centre Level:

1. Click on to Communications in the Menu bar.
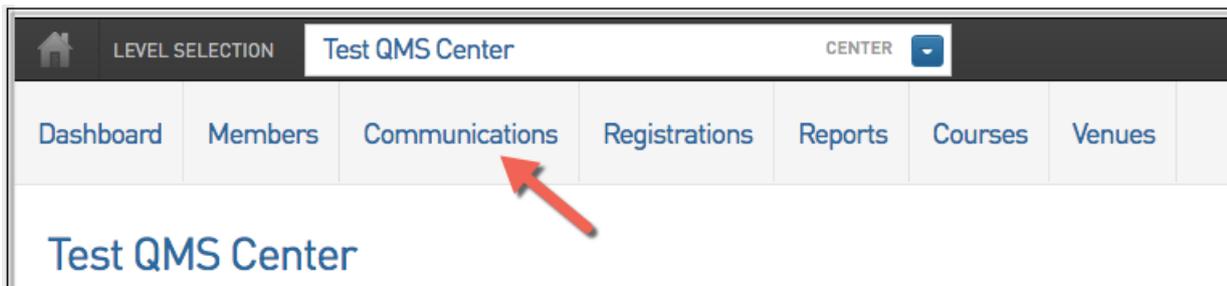
2. Click on '**EOI Invitation'.**

Communicator - Options

Select from the options below:-

Send a Message	Create and send a message to your members via email or sms
Member Renewals	Send preset member entry invitations to existing members
Manage Custom Groups	Set up and manage communication groups
Course 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. Next select the course(s) that you wish to contact EOI's and Click '**Choose Recipients'**.

Communicator - EOI Invitation

Use this feature to send out invitation EOI members for registration.

Invite EOI members from which Course?

By selecting Courses here you are choosing to communicate with EOI members from that Course.
If no Courses is selected then you've chosen to communicate with every EOI members.

(Select All / Unselect All)
(Show Inactive)

☐ Coach Course (Fri 2:20 PM)
☐ Judge Level 1 (TBD 9:00 AM)
☐ Coach Level 1 (TBD 9:00 AM)
☐ Referee Level 1 ACT (TBD 9:00 AM)
☐ Referee Level 1 QLD (TBD 9:00 AM)
☐ Coach Level 1 (TBD 9:00 AM)

4. You can now select which members you wish to email then click '**Customize Email'**.

5. On this screen you can customize the email with information about upcoming courses or even include the URL to another course that is available.

6. Once satisfied click **'Send'.**