



GAMEDAY

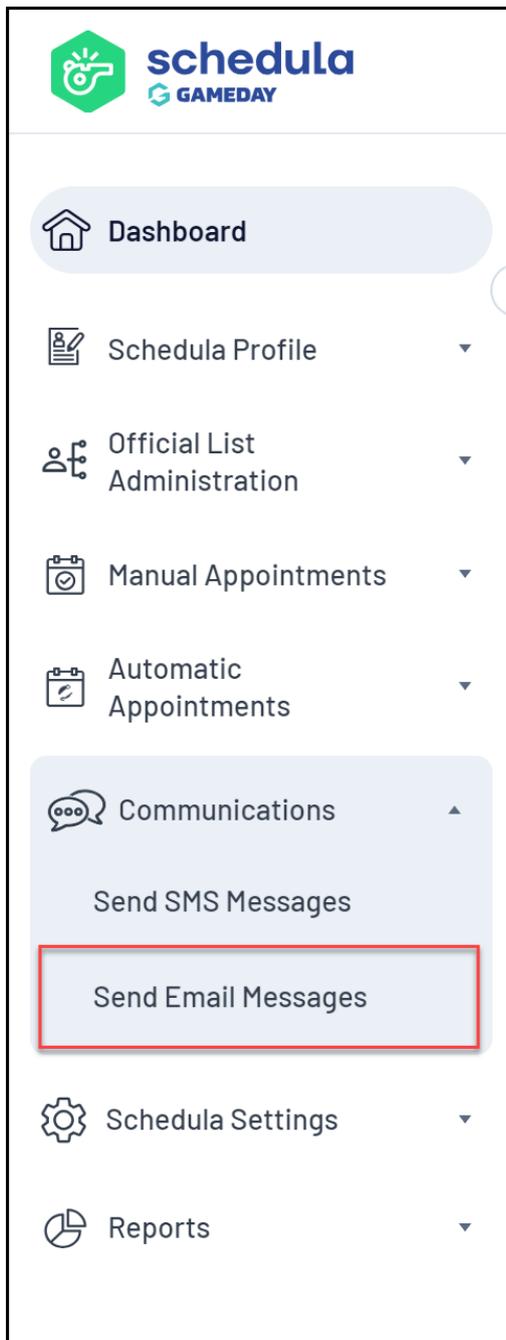
How do I send an email to my Officials in Schedula?

Last Modified on 22/12/2023 9:32 am AEDT

Schedula allows administrators to quickly and easily send an email communication to officials based on certain criteria.

To send an email to your officials through Schedula:

1. In the left-hand menu, select **Communications** > **SEND EMAIL MESSAGES**



2. Select your **ORGANISATION**



3. You can then choose one of the following options to define your recipient list:

- **Send an email to individual contacts**: Allows you to manually add recipients from your Schedules official database

 **Send Email Message** ?

Email Message Options

Selected Organisation Metro South (WA) ▼

Send an email to individual contacts.

Send an email to a Official Panel.

Send an email to a list based on a criteria.

Email Message

From Admin

To (No contacts selected)

Cc (No contacts selected)

- **Send an email to an Official Panel**: Allows you to use one of your [Official Panels](#) as the recipient list

 **Send Email Message** ?

Email Message Options

Selected Organisation Metro South (WA) ▼

Send an email to individual contacts.

Send an email to a Official Panel.

Send an email to a list based on a criteria.

Email Message

From Admin

Season 2021 ▼

Panel

- Umpire (built-in)
- Field Umpire (built-in)
- Boundary Umpire (built-in)
- Goal Umpire (built-in)

Hold down CTRL when selecting a panel to make multiple selections.

316 people will receive this email.

- **Send an email to a list based on a criteria** : Allows you to send an email to officials who have not confirmed their appointment this week, who are officiating at a certain venue this

week, or who are not officiating this week

Send Email Message ?

Email Message Options

Selected Organisation

Send an email to individual contacts.

Send an email to a Official Panel.

Send an email to a list based on a criteria.

Email Message

From

Recipient Criteria Officials who have not confirmed their appointments for this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

Officials who are officiating at a selected ground this week.

Officials who are not officiating this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

4. Once you've defined your recipient list, compose your message in the editor provided, then click **SEND**

Email Message

From

Recipient Criteria Officials who have not confirmed their appointments for this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

Officials who are officiating at a selected ground this week.

Officials who are not officiating this week.
Active week is for fixtures between 18/12/2023 and 24/12/2023

Subject

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Hi there,

Please note that you have official appointments this week that are currently unconfirmed.

Please login to Schedula and confirm or decline your appointment to ensure we are able to plan our official resourcing.

Kind regards,

GameDay