










How to email your team via the website

Log in by clicking on the lock (Admin Login) in the upper right



At the menu Click Email Members (under Members)

Administrative Features

 Configuration <ul style="list-style-type: none">• General Settings• Appearance• Home Page Components• Horizontal Menu Tabs• Vertical Menu Pages• Billing Info / Payment• Security / Passwords• Merchant Accounts	 Messaging <ul style="list-style-type: none">• Home Page Marquee• Welcome Message• Home Page News• Team Bulletins• Coach Bulletins• Officials Bulletins• Exchange Item• Email Members	 Members <ul style="list-style-type: none">• Add Member• Lookup Members• Email Members• Registration System• Family Balances• Impersonate Member• Import Members• Export Members• Find Duplicates
 Teams <ul style="list-style-type: none">• Seasons• Divisions & Teams• Assign Rosters• Post Team Bulletin• Enter Game Results• Team Registration• Define Player Statistics• Download Player Stats	 Facilities <ul style="list-style-type: none">• Add New Facility• List / Edit Facilities• Close a Facility• Facility Manager• Import Facility Info• Export Facility Info• Facility Schedule	 Scheduling <ul style="list-style-type: none">• Add Game or Practice• Generate Schedule• Recurring Games• Master Calendar• Add General Event(s)• Event Maintenance• Import Schedule• Export Schedule• Define Officials Rules
 Tools <ul style="list-style-type: none">• Online Store• Online Forms• Polling• Add Pictures• Add Links Page• Add Document Page• Add Sponsors• List Sponsors• File Storage	 Miscellaneous <ul style="list-style-type: none">• What's New?• Board Forum• Web Statistics• Visitor Log• Email Log• Email Tips • Log Out	 Support <ul style="list-style-type: none">• New Features NEW• Site Manual (Help)• Manager's Manual• Video Tutorials NEW• F.A.Q.• Administrator's Forum• Resources• New Support Ticket• Support Ticket List• Suggestion & Feedback

Select your team on the right and click [Find them]

Find Members

Report Type: Send Email include text messages

First Name:

Last Name:

ID: All

Type: All

Has Email: All

Email Addr:

Phone:

Gender: All


Born Between: and
League Age Calculator

In Grade: through

For School Year: 2011-2012

Birth Certificate: All

Notes:

Modified Since: 

In Zip code(s):

Position(s):

- Not Assigned
- Coach
- Asst Coach
- Manager
- Referee
- Player
- Board Member
- Cheer
- Girls League Commissioner
- LD League Commissioner
- President
- Referee coordinator
- Secretary
- Treasurer

Teams: Fall 2011

- Boys 3rd-4th Grade
- Boys 5th-6th Grade
- Boys 7th-8th Grade
- Cheerleading 2nd-4th
- Cheerleading 5th-8th
- Girls 5th-6th Grade
- Girls 3rd-4th Grade
- Little Dribblers 1st Grade
- Little Dribblers 2nd Grade
- Maple Park LD

The email address will automatically be entered
You just need to enter in your return email address, Subject,
message, etc.

The screenshot shows an email composition window titled "Email Group". The fields are filled as follows:

- From:** * Coach B (name that will appear as the sender)
- Reply To:** Anyemail@att.net
- To:** ** 5 recipients: derekrose@yahoo.com, chicagobulls@gmail.com, NIU@aol.com, MJ@me.com, labron.net
- CC:**
- Subject:** Great Game Yesterday
- Attachments:** Use the Browse button to select up to 10 files to upload and attach. [Browse...]
- Personalize with Data Fields:** Choose

The email body contains the text:

Team,
What fun yesterday....|

At the bottom, there is a "Send" button and a checkbox labeled "Request read acknowledgement from recipients. ***".

Click send and you're done!