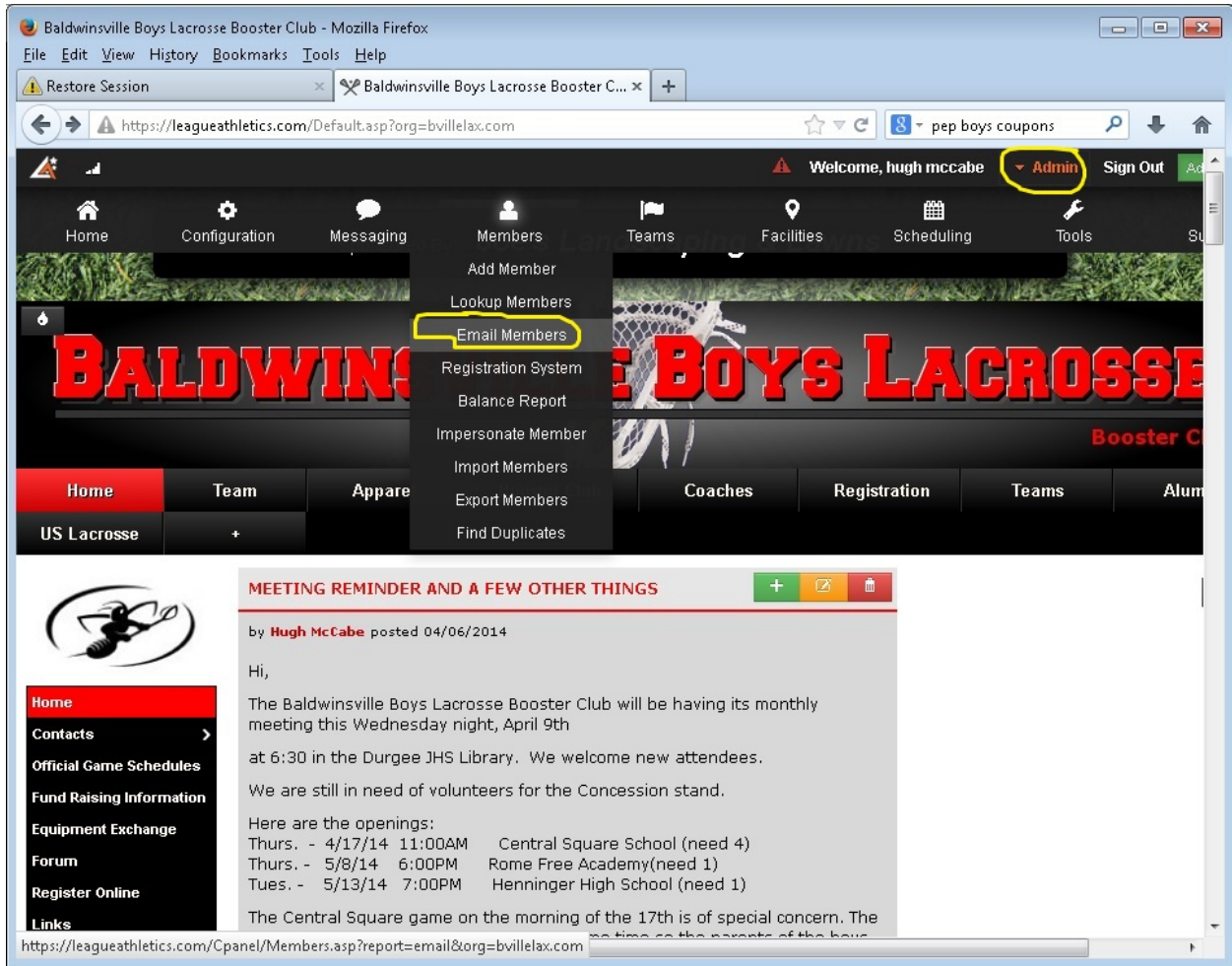
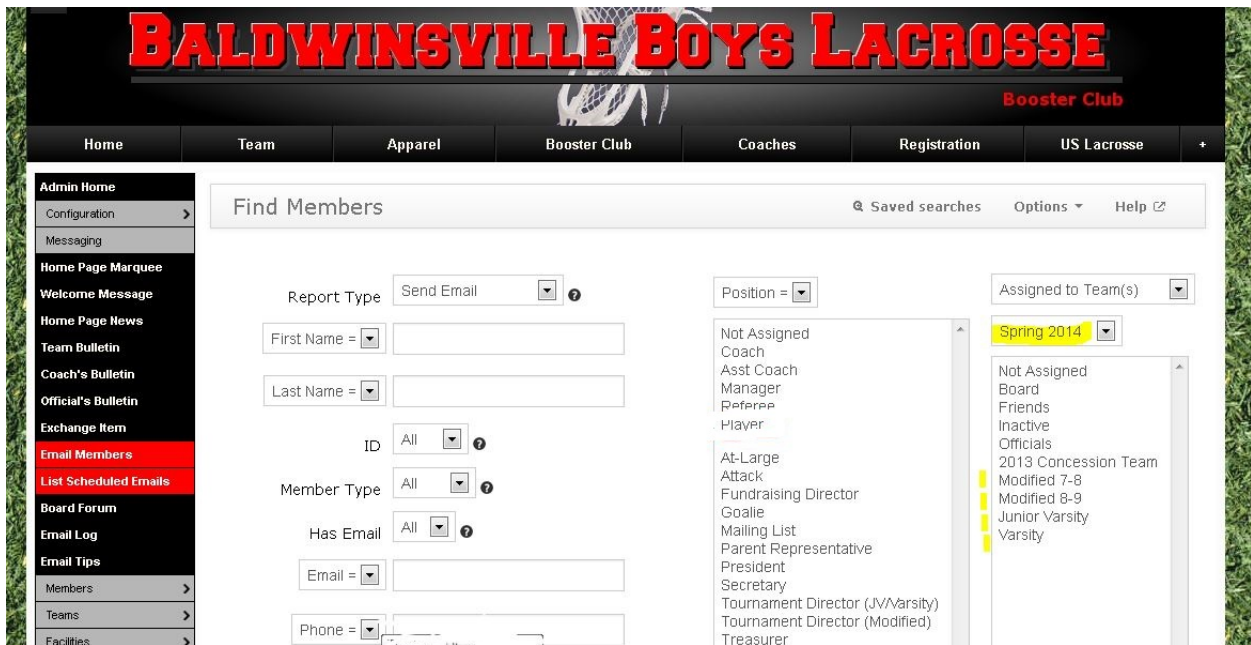


Go to the web site and log in (button at the top right of home page).

After you log in you should be able to select the Admin button (top right). After clicking on the Admin button hover over the Members object and select Email Members.



After selecting Email Members you will see the Find Members panel on the far right (below):



Select season and the Team you want to email. Do not touch the position panel. Then scroll down to bottom of that screen and click on Find Members (below):

The screenshot shows a search interface with the following elements:

- Filters: Born Between, In Grade(s), Birth Certificate (All), Rating Between, Notes, Modified Since, In Zip(s), Registered in (with a list of events like VARSITY: Lansing Indoor Tournament--2012).
- Checkboxes: Paid, Not paid, Waitlisted, Not waitlisted.
- Button: Find Members (highlighted with a yellow circle).

Clicking on "Find Members" will take you to the "Compose Message" box (below). This is where you will create the subject and message.

The screenshot shows a "Compose a message" interface with the following elements:

- Navigation: Home, Team, Apparel, Booster Club, Coaches, Registration, US Lacrosse.
- Left Menu: Admin Home, Configuration, Messaging, Members, Add Member, **Lookup Members**, Email Members, Registration System, Report Family Balances, Impersonate Member, Import Members, Export Members, Find Duplicates, Teams, Facilities, Scheduling, Tools, Support, Sign Out.
- Form Fields: From* (YOUR NAME HERE), Reply to (YOUR EMAIL ADDRESS HERE), To (49 members), Add Addresses**, Subject (BE SURE TO INCLUDE A SUBJECT), Attachments (Browse... No file selected), Insert Data Fields (Choose).
- Message Editor: Rich text editor with Source, Styles, Normal, Font, Size, and text formatting options.

You need to be sure to only select **your respective team which team**. Also, please be sure that **your name and email are listed** in the sender box.

After you fill in your name, email address, subject and message scroll to the bottom of the screen and click send. See image below.

Home Team Apparel Booster Club Coaches Registration UB Leagues

Admin Home
Configuration 3
Messaging 3
Members
Add Member
Lookup Members
Email Members
Registration System
Report Family Balance
Import/Export Member
Import Members
Export Members
Find Duplicates
Teams 3
Facilities 3
Scheduling 3
Tools 3
Support 3
Sign Out

Compose a message

Pop out ?

From* YOUR NAME HERE (name that will appear as the sender)

Reply to YOUR EMAIL ADDRESS

To 432 members: Get Recipients View Addresses

Add Addresses**

Subject FILL IN SUBJECT

Attachments Browse...

Use the Browse button to select up to 10 files to upload and attach.

Insert Data Fields Choose

Message

BODY OF MESSAGE

Request read acknowledgement from recipients.***
 Schedule email to be sent later (Do not select if sending now)

Send Send Test Preview

Note: Attachments are not sent in Text Emails.

See your site's email log for bounce (delivery problem) notices.

* Note that your email will be sent with a from address of "Notification@ucaguelaliga.com" but with the name given above as the sender. Replies to the message will be directed to the Reply To address given.