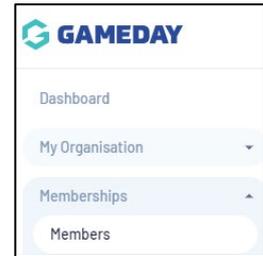




# Baseball Victoria SPORTSTG – SENDING EMAILS TO MEMBERS

Select **Membership**, click on Members



Select the filter that best applies to the group of members you want to email.



**NOTE: you cannot email members from the MEMBER LIST tab however you can do so via any of the others listed tabs**

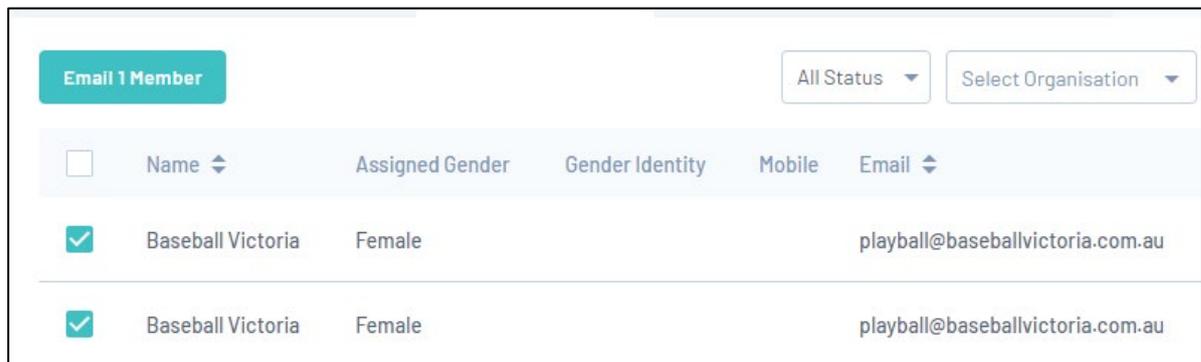
Filter the member list accordingly on what members you need to email.

Click the **checkbox** at the beginning of each line to select the member(s) you wish to email.

**NOTE: To send an email to everyone listed on the page, check the box in the header row.**

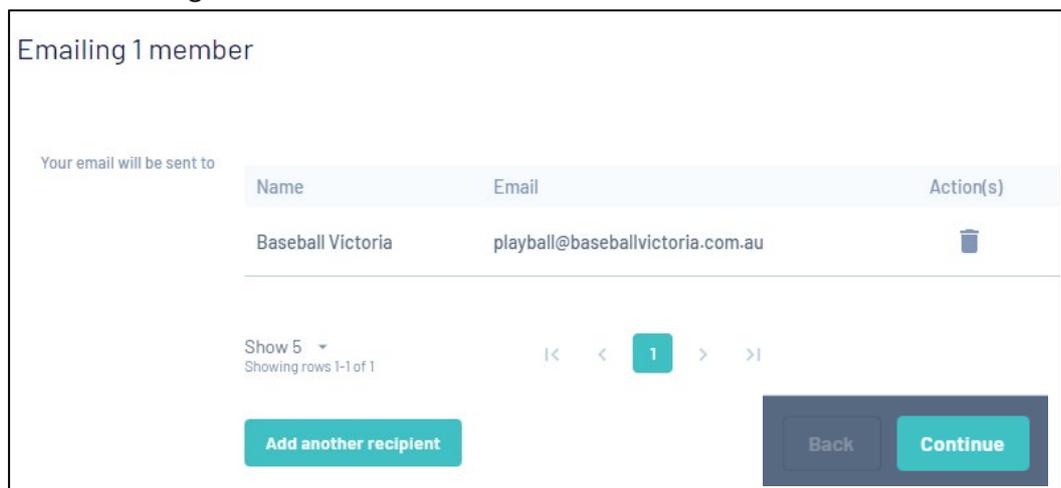


Click **Email # Members**



Confirm the recipients you want to send to or add another recipient/s.

Click **continue**, located bottom right of screen.



You can create the email you want to send here or choose an existing email template from the left hand side (if you have one created). Once composed, click **continue** located bottom right of screen

Compose your mail

Choose Email Template

test

Subject \*

test

Message \*

Paragraph

tst

I confirm there is no marketing material in this email

**NOTE: the "I confirm there is no marketing material in this email" is locked off my SportsTG. This just helps with making sure that emails are received into a member's inbox rather than their spam/junk folders.**

Review the recipients and email itself. Once happy, click **confirm and send**.

Summary - Please review your details

Emailing 1 recipient

Name	Email
Baseball Victoria	playball@baseballvictoria.com.au

Show 5   1

Showing rows 1-1 of 1

Subject

test

Message

Paragraph

tst

Confirm Not Marketing

You should get a message that your email request has been queued.

Click **OK**.

This means that the email has been sent to those members.