

Baseball Victoria SPORTSTG – SENDING EMAILS TO MEMBERS

Select	Membership, click	on Members			GAMEDAY		
					Dashboard		
Select	the filter that bes	t applies to the			My Organisation	*	
group	of members you v	vant to email.			Memberships	*	
					Members		
	Members List	By Product	By Member Type	By Organisation	Financial F	ilter	

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.

	Name 🗢	Assigned Gender	Gender Identity	Mobile	Email 🗢
	Baseball Victoria	Female			playball@baseballvictoria.com.au
	Baseball Victoria	Female			playball@baseballvictoria.com.au

Click Email # Members

Email	Email 1 Member			All S	tatus 🔻 Select Organisation 💌
	Name 🗢	Assigned Gender	Gender Identity	Mobile	Email 🗢
	Baseball Victoria	Female			playball@baseballvictoria.com.au
	Baseball Victoria	Female			playball@baseballvictoria.com.au

Confirm the recipients you want to send to or add another recipient/s. Click **continue**, located bottom right of screen.

Emailing 1 memb	er		
Your email will be sent to	Name	Email	Action(s)
	Baseball Victoria	playball@baseballvictoria.com.au	i i
	Show 5 👻 Showing rows 1-1 of 1		
	Add another recipient	Back	Continue

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	Subject*				
test	test Message *				
	Paragraph \vee B I \mathcal{O} := := := := :=				
	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.

se review your details		
Name	Email	
Baseball Victoria	playball@baseballvictoria.com.au	
Show 5 × Showing rows 1-1 of 1	K K 1 > >I	
test		
Paragraph - B 1	0 ≔ ≔ ≝ 5 ↔	
tst		
_		
	Se review your details Name Baseball Victoria Show 5 + Showing rows 1-1 of 1 test Paragraph tst	Name Email Baseball Victoria playball@baseballvictoria.com.au Show 5 ← Show 1 ← Showing rows 1-1 of 1 I V B I C I I I I E I I I I I I I I I I I I I I I I I I I

Back Confirm and Send

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.