

Notify Allocations

This page allows you notify the umpires/referees of their allocations via email or SMS.

Email notifications

An email will be generated that contains match and allocation details for each umpire that has been allocated.

[Help on this topic](#)

Round Date: 06 Jul 2013 (Sat) Grade: Interleague By Division By Zone

Email SMS Download History

ResultsVault MAIL

From	Default eid:39527 <email56062@email.com>	<input type="button" value="Send EMAIL..."/>
Subject	Member appointment advice	
Message (Optional)	<div style="border: 1px solid #ccc; height: 80px;"></div>	
Attachments	No Attachments. Attach Files... <input type="button" value="Browse..."/> No file selected. <input type="button" value="Attach"/> Maximum file upload size is 5MB. <div style="border: 1px solid #ccc; padding: 5px; font-size: small;">Large files should not be attached, as this will cause delays in uploading and sending. Attaching files in breach of the Terms and Conditions could result in immediate cancellation of service.</div>	
Options	<input type="checkbox"/> Send a copy of message back to sender <input type="checkbox"/> Only display recipients with a valid email address <input type="checkbox"/> Hide email addresses	
Recipients	Number listed: 2 Number selected/entered: 2	<input type="checkbox"/> Select All/No Recipients
Recipient List	<input checked="" type="checkbox"/> Nicki Purves email450915@email.com	<input checked="" type="checkbox"/> Sarah Sobey email448154@email.com

1. Select the grade (or choose **ALL GRADES**), and select a **week of** date from the selector bar and click **Go**. The date range returned will be the week from the Wednesday prior to the date selected, up to the following Tuesday.
2. **Subject**: Pre-filled and can be adjusted.
3. **Message**: Enter the email/SMS message here if you want to add information to default content ie. Match, Date, allocation position.
4. **Attached files**: **Max. 100-200 KB in size** recommended
5. Deselect any recipients that you do not wish to notify
6. Click **Send Email** button.



- People that do not have a valid email address are not able to be selected.
- Only users that have EMAIL_SENDER user role & a valid email address can send emails.

SMS notifications

An SMS message will generated that contains match details for each umpire/referee that has been allocated. Before sending the notifications, please ensure enough SMS credits are available. For further information, please read:

[SMS functionality]

Round Date	06 Jul 2013 (Sat)	Grade	ALL GRADES	<input type="checkbox"/> By Division	<input type="checkbox"/> By Zone	<input type="button" value="Go"/>
<input type="button" value="Email"/> <input type="button" value="SMS"/> <input type="button" value="Download"/> <input type="button" value="History"/>						
ResultsVault SMS						
Important! Read this information before sending SMS messages.						
Current number of SMS credits: 22 <input type="checkbox"/> View Account History <input type="checkbox"/> Purchase Credits						
From	Default eid:39527 <email56062@email.com>					<input type="button" value="Send SMS..."/>
Message	Automatically set, cannot be edited.					
Options	<input type="checkbox"/> Only display recipients with a valid mobile number <input type="checkbox"/> Hide mobile numbers					
Recipients	Number listed: 6 Number selected/entered: 6					<input type="checkbox"/> Select All/No Recipients
Recipient List	<input checked="" type="checkbox"/> Lee-Anne Beckingham 0410000000	<input checked="" type="checkbox"/> Lee-Anne Beckingham 0410000000	<input checked="" type="checkbox"/> Nicki Purves 0410000000	<input checked="" type="checkbox"/> Kerry Hamence 0410000000		
	<input checked="" type="checkbox"/> Kerry Hamence 0410000000	<input checked="" type="checkbox"/> Sarah Sobey 0410000000				
						<input type="button" value="Send SMS..."/>

To send SMS:

1. Select the desired week and grade and click **Go**.
2. Deselect any recipients that you do not wish to notify.
3. Click **Send SMS**.



- People that do not have a valid mobile number are not able to be selected
- You must have the SMS_SENDER user role to be able to send SMS.

Other features

Downloading data for mail merge

This feature supports umpires/referees that do not have access to email and/or SMS. In this case, the 'Print Preferred' check box must be checked on the umpire's Settings tab on their person record.



The screenshot shows a web interface with a header bar containing filters and a 'Go' button. Below the header is a row of four buttons: 'Email', 'SMS', 'Download', and 'History'. The 'Download' button is highlighted. Below the buttons is a horizontal line, followed by a text instruction and a download link.

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Download data file for mail merge (only records with the 'Print Preferred' option are extracted):

 [Download data...](#)

To download data:

- Select the desired week and grade and click **Go**.
- The recipients that have their **Print Preferred** setting checked will be displayed.
- Click the **Download Data** link.
- Save the file (zip format) to a suitable location on your hard disc.
- Unzip the files to a suitable location.

The zip file contains a data file (allocations.txt) in tab delimited format that has all fields required for a mail merge. This file does not contain the match information, however, formatted data for each match is contained in a separate HTML file named `_matchid.htm`.

Notification history

An audit history is kept of all notifications sent by email and SMS.

Click the **history** tab, select the grade and click **Go**.

The audit history will be displayed, including the type of notification, number of messages sent, and user that sent the notifications.

SMS history information is also available from the [SMS Message History](#) screen (with the message recorded as 'Ump allocation sms').

Grade

[Go](#)

[Email](#) [SMS](#) [Download](#) [History](#)

Date	Type	Number sent	Sent to grade	User
19 Jun 13 1:15PM	EMAIL NOTIFICATION	7	GFNL A Grade Bendigo Bank Cup	Sarah Scott
19 Jun 13 1:14PM	EMAIL NOTIFICATION	3	GFNL A Grade Bendigo Bank Cup	Sarah Scott
19 Jun 13 1:13PM	EMAIL NOTIFICATION	9	GFNL A Grade Bendigo Bank Cup	Sarah Scott
4 Jun 13 3:18PM	EMAIL NOTIFICATION	10	GFNL A Grade Bendigo Bank Cup	Sarah Scott
4 Jun 13 3:15PM	EMAIL NOTIFICATION	11	GFNL A Grade Bendigo Bank Cup	Sarah Scott
22 May 13 10:23AM	EMAIL NOTIFICATION	11	GFNL A Grade Bendigo Bank Cup	Sarah Scott
22 May 13 10:20AM	EMAIL NOTIFICATION	12	GFNL A Grade Bendigo Bank Cup	Sarah Scott
22 May 13 10:19AM	EMAIL NOTIFICATION	11	GFNL A Grade Bendigo Bank Cup	Sarah Scott
10 May 13 2:51PM	EMAIL NOTIFICATION	9	GFNL A Grade Bendigo Bank Cup	Sarah Scott
7 May 13 3:01PM	EMAIL NOTIFICATION	7	GFNL A Grade Bendigo Bank Cup	Sarah Scott
26 Apr 13 2:47PM	EMAIL NOTIFICATION	13	GFNL A Grade Bendigo Bank Cup	Sarah Scott
23 Apr 13 1:20PM	EMAIL NOTIFICATION	10	GFNL A Grade Bendigo Bank Cup	Sarah Scott
21 Apr 13 11:49AM	EMAIL NOTIFICATION	2	GFNL A Grade Bendigo Bank Cup	Sarah Scott
9 Apr 13 3:18PM	EMAIL NOTIFICATION	11	GFNL A Grade Bendigo Bank Cup	Sarah Scott
3 Apr 13 12:24PM	EMAIL NOTIFICATION	12	GFNL A Grade Bendigo Bank Cup	Sarah Scott
15 Mar 13 2:56PM	EMAIL NOTIFICATION	1	ALL GRADES	Default eid:39527

Total Records: 16