

Email people

You can send a general (free-form) email in bulk to participants within your organisation from this page. You can send to your entire list, or a custom list that meets a certain search or filter criteria.

You can compose an email to any people from your list who have a valid email address entered.

Search Criteria

Person Filter

Role

Sub Role ☒ Any Sub Role ☐ Select Sub Roles...

Advanced Search

Filter

Options

- ☐ Send a copy of message back to sender
- ☒ Only display recipients with a valid email address
- ☐ Hide email addresses

Recipients

Number listed:
Number selected/entered: 0

☒ Select All/No Recipients

Recipient List

Extra recipients

Type/paste in a list (max 50) of other addresses to receive this email.
Addresses must be separated by a semi-colon (;) eg extra1@mail.com;extra2@mail.com

From

Default eid:38925 <email60089@email.com>

Send

Subject

Message

Attachments

No Attachments.

Choose A File...

Attach



Download

Send

Using a Person Filter

If you have setup one or more [Person Filters](#), you can select a filter from the drop down list. This will display all participants who meet the filter conditions. When a filter is selected, other Search Criteria is not shown. To re-display, choose NONE from the Person Filter drop down list.

Using other Search Criteria

Role selection

- Select a role. The list of sub roles will automatically be populated.
- **ANY ROLE** means the selection of person records that currently have at least one role assigned.
- **NO ROLE** means the selection of person records that currently have no role assigned (for example, these might be past players). If NO ROLE is selected, you can optionally select from the **Last Sub Role** the person held with your organisation.

Sub Role selection

- Choose **ANY Sub Role** to include records with any sub role within the selected role (i.e. this will include ALL the sub roles).
- Or, choose *Select Sub Roles* then selected one or more sub roles to only include these sub roles.

Example: To choose SENIOR PLAYERS, select PLAYER in the Role dropdown list, Choose **Select Sub Roles** and select SENIOR.



The following criteria may not be available on all pages, or may be hidden within the Advanced search criteria area. Click the Show/hide Advanced Search criteria heading to toggle the visibility of this area.

Person Name

Enter part of the person name to search/filter for. This may be left blank to match all names, and be any number of characters. The search will match both first and last names. Make a selection in the drop down list relating to whether the name starts with, ends with or contains the search text.

Date of birth (DOB) range

Optionally enter either one or both of the **From DOB** and **To DOB** to search. Examples:

- DOB before a given date - leave **From DOB** blank, and enter the **To DOB**. Records with no DOB entered will not be returned.
- DOB after a given date - leave end **To DOB** blank, and enter the **From DOB**. Records with no DOB entered will not be returned.
- DOB between dates - enter both **From DOB** and **To DOB**
- All DOB - leave end and start at 'none'. In this case, records that have no DOB will also be returned as well as those with a DOB entered.

Gender

Select one or both of M or F. If neither is selected, gender is ignored, and records will be returned that have a M,F or no gender entered.

Registration

This option only displays on certain screens, and further filters the list to registered players of a selected association and type.