

SEND YOUR TEAM EMAILS- DESKTOP COMPUTER

LOGIN with Email and Password> Click ADMINISTER> Click EMAIL MEMBERS.

## ADMIN AREA

The screenshot displays the Admin Area dashboard with a navigation bar at the top containing: TEAM INFORMATION, LEAGUE INFORMATION, PARENTS, SPONSORS, and CONTACT US. The main content area is titled "Administrative Features" and includes a "Contact support" button in the top right corner. The dashboard is organized into several feature categories:

- Configuration** (gear icon):
  - General Settings
  - Appearance
  - Home Page Widgets
  - Horizontal Menu Tabs
  - Vertical Menu Pages
  - Billing Info / Payment
  - Security / Passwords
  - Merchant Accounts
- Messaging** (envelope icon):
  - Home Page Marquee
  - Welcome Message
  - Home Page News
  - Team Bulletins**
  - Coach Bulletins
  - Officials Bulletins
  - Exchange Item
  - Email Members**
  - List Scheduled Emails**
- Members** (person icon):
  - Add Member
  - Lookup Members**
  - Email Members**
  - Registration System
  - Report Family Balances
  - Impersonate Member
  - Import Members
  - Export Members**
  - Find Duplicates
- Teams** (trophy icon):
  - Seasons
  - Divisions & Teams
  - Assign Rosters
  - Draft Players **NEW**
  - Post Team Bulletin**
  - Enter Game Results**
  - Team Registration
  - Define Player Statistics
  - Download Player Stats**
- Facilities** (location pin icon):
  - Add New Facility
  - List / Edit Facilities
  - Close a Facility
  - Facility Manager**
  - Import Facility Info
  - Export Facility Info
  - Facility Schedule
- Scheduling** (calendar icon):
  - Add Game or Practice
  - Generate Schedule
  - Recurring Games
  - Master Calendar**
  - Add General Event(s)**
  - Event Maintenance
  - Import Schedule
  - Export Schedule
  - Define Officials Rules
- Tools** (wrench and screwdriver icon)
- Miscellaneous** (globe icon)
- Support** (lifebuoy icon)

Select PLAYER in the first Column> Your team should highlight (Click on team if necessary) > Click FIND MEMBERS on the Bottom of page.

Report Type

First Name =

Last Name =

ID

Member Type

Has Email

Email =

Phone =

Gender

Born Between  and

In Grade(s)  to

Birth Certificate

Rating Between  and

Notes =

Modified Since

In Zip(s)

Position =

- Not Assigned
- Coach
- Asst Coach
- Manager
- Referee
- Player**
- 2013 PRESIDENT
- Alternate
- EQUIPMENT MANAGER
- FIELDS MANAGER
- Guardian
- Information Officer/PR
- Jr Umpire
- Junior VP
- Mailing List
- Major VP
- Mini VP
- Minor VP
- PLAYER AGENT
- Playoff Umpire
- Safety Officer
- Scheduler/Scorekeeper
- Secretary
- Special Events
- Sponsorships/Grants
- T-Ball VP
- Team Parent
- TREASURER
- UMPIRE
- Umpire In Chief
- Vice President

Assigned to Team(s)

- \*8U All Stars
- \*GV ACADEMY
- \*Junior All Stars
  - \*Juniors Pool A
  - \*Juniors Pool B
- \*Juniors
- \*12U All Stars
- \*Majors
- Dodgers**
- \*11U All Stars
- \*Minors
- \*10U All Stars
- \*Mini-Minors
- \*T-Ball

FILL out the Form

FROM> REPLY TO> SUBJECT> MESSAGE> SEND

You will see a number next to "TO" those are the recipients of your message.

Compose a message Pop out

From\*  (name that will appear as the sender )

Reply to

To **31** members: [Edit Recipients](#)

Add Addresses\*\*

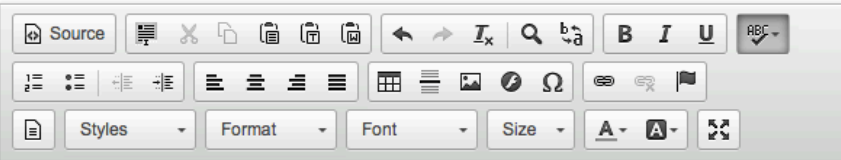
Subject

Attachments [Choose File](#) no file selected

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

Insert Data Fields [Choose](#)

Message



FILL IN YOUR MESSAGE