

MARSHFIELD YOUTH BASKETBALL

# Recreational Coaches Guide

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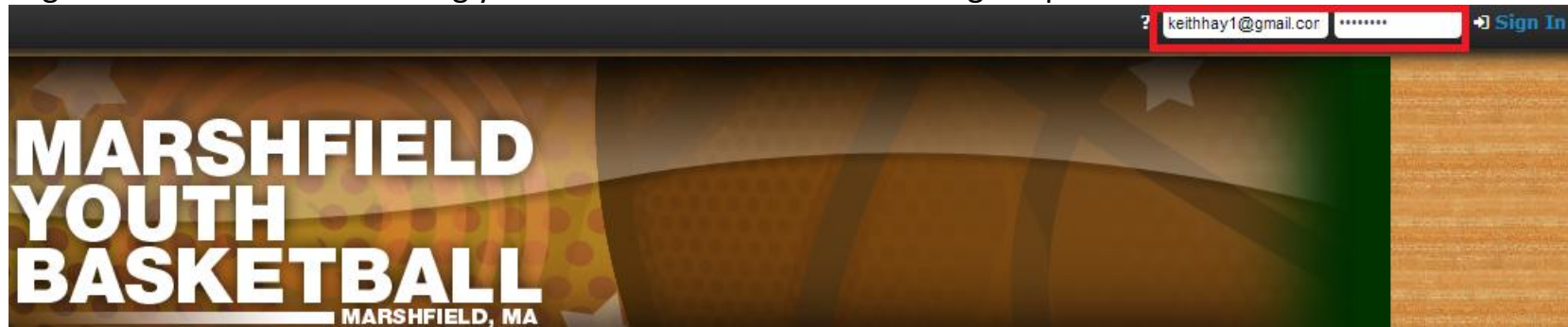
Sending Email Messages through MYB Website

Keith Hay

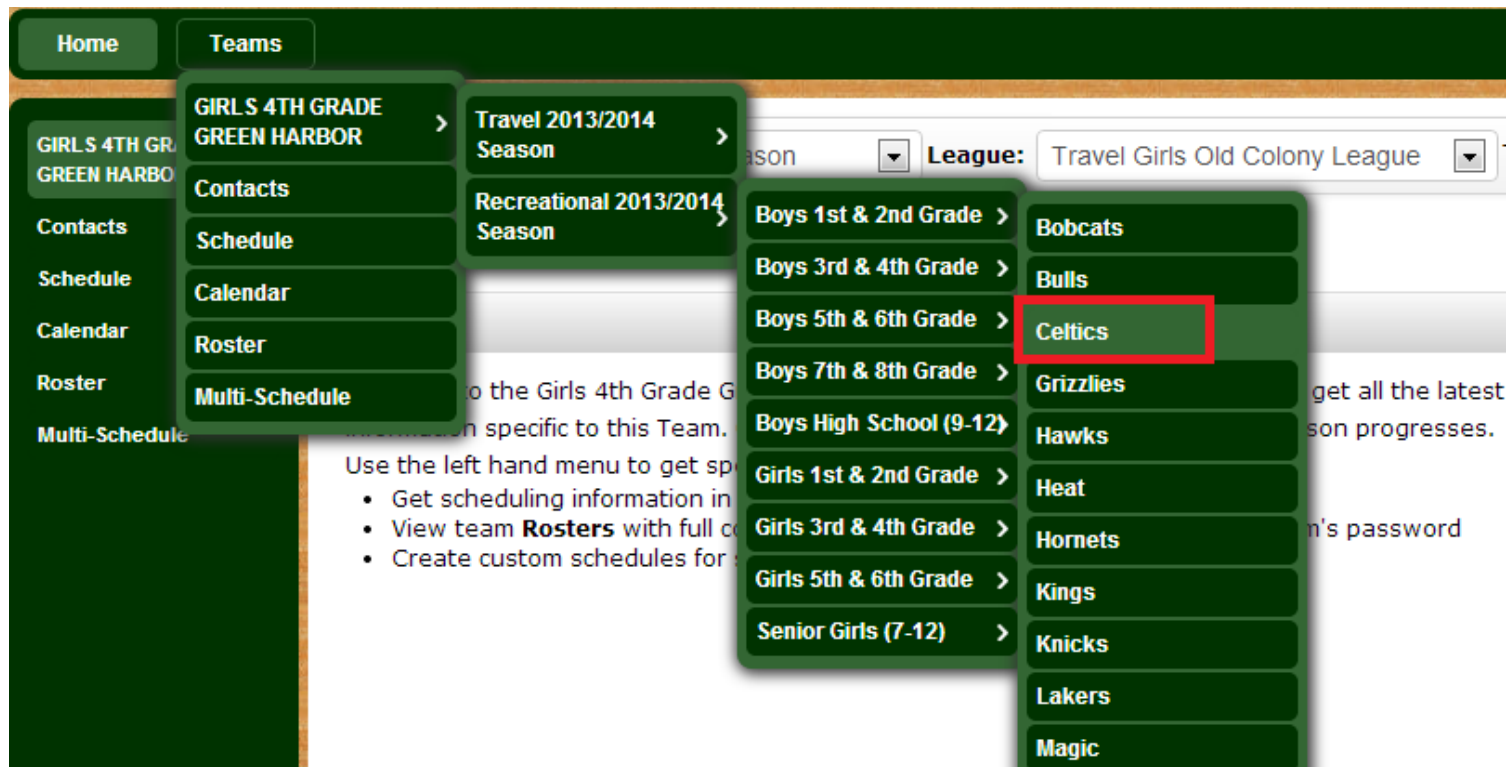
11/26/2013

# Sending Emails through the MYB Website

1. Logon to the MYB website using your E-mail address and the Manager's password.



2. Select the team name from the **Teams** menu



3. Select **Roster** from the menu items on the left

The screenshot shows a website interface with a dark green header and a left sidebar. The sidebar contains a menu with items: CELTICS, Contacts, Schedule, Calendar, Roster, Results, and Multi-Schedule. The 'Roster' item is highlighted with a red rectangle. The main content area shows a 'Season: Recreational 2013/2014 Season' dropdown and a 'League:' label. Below this is the title 'Celtics - Team Roster' and a table with columns 'Contacts' and 'Position'. The table lists 'Jim Sampson' (Coach) and 'Keith Hay' (Asst Coach), both with 'Send Email' links.

4. Click **Options** and select **Email Team** to compose a new E-mail message to the team

The screenshot shows the same website interface as above, but with an 'Options' menu open. The 'Options' menu is located at the top right of the main content area and contains the following items: Link to this Page, Assign Jersey Numbers, + Add a Player, Email Team, and Print Roster. The 'Email Team' item is highlighted with a blue background and a red rectangle. The main content area also shows a 'League: Boys 1st & 2nd Grade' dropdown and a 'Team: Celtics' dropdown. Below this is the title 'Celtics - Team Roster' and a table with columns 'Contacts', 'Position', 'Home', and 'Phone'. The table lists 'Jim Sampson' (Coach, 781-834-1202) and 'Keith Hay' (Asst Coach, 781-834-5474), both with 'Send Email' links. Below the table is a header for a participant list: '# Participant / Guardian(s) Position / DOB (Grade) Address Phone'.

5. Complete the following information:
- From: – Type your full name
  - Reply To: - Type your E-mail address
  - Subject: - Type a subject
  - Message - Compose the E-mail
  - Submit button – Send the message

## Email Team - Celtics

From  (name that will appear as the sender)

Reply to

To

CC

Subject

Attachments  No file chosen  
Use the Browse button to select up to 10 files to upload and attach.

Message