

To send an email in the system,

- 1) Log in to Administration.
- 2) Click on the Email List Link in the Left Hand Menu
- 3) Click the Messages Link

E-Mail List

This feature allows you to send email newsletters directly from your site to your players, parents, coaches, administrators and Groups" you can send emails to any number of individuals simply by sending an email to a specific group. Great for meeting or special events or any other important information.

E-Mail List Maintenance	
• E-Mail Addresses	Maintain your email lists including name and email addresses.
• E-Mail Groups	Create and maintain email groups which allows targeted email messaging.
• Messages	Create, edit and send messages to groups and/or individuals
• Email Address Import	Bulk load your email addresses
• Email Address/Name Import	Bulk load your email addresses with names
• Email Export	Create a download file containing all email addresses
• Email Delete	Deletes all email addresses
• Email Address Verification Report	Report shows invalid formatted email addresses that have been entered.
• Duplicate Email Report	Report shows emails addresses that have been entered more than once.
• General Settings	Options for e-mail/newsletter lists.

- 4) On the Email Messages screen, click "Add New Message" to create a new "Email", or click "Edit" to modify and existing one:

[Email List](#) » **Email Messages**

Subject	Add New Message
K-2 Program Begins This Saturday	Edit Delete Send
Lamprey River Score Reporting	Edit Delete Send
NYA Basketball Referees Needed	Edit Delete Send
NYA_Basketball-Referee_Scheduling_Instructions	Edit Delete Send
Re: Referees Needed For Sat and Sun	Edit Delete Send
This Weekend's Schedule	Edit Delete Send

5) On the Edit Message screen, type your header and text and the “Save Changes” to save or “Cancel” to leave the screen without saving.

[Email List](#) » [EMail Messages](#) » [Edit](#)

The screenshot shows a window titled "E-Mail Message Editor". At the top, there is a "Subject:" field with the text "K-2 Program Begins This Saturday". Below that is a "Message Content:" field with a text area containing "Hello Parents," followed by "The K-2 Program begins this Saturday morning." At the bottom of the window, there are two buttons: "Save Changes" and "Cancel". The "Save Changes" button is circled in red.

6) After Saving the Message, click the “Send” Link to choose who to send it to and other options.

[Email List](#) » [EMail Messages](#) [Changes have been saved]

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7) Choose who to send the message and other options then click Send Message to send the email.

The screenshot shows an email composition window with the following fields and options:

- Subject:** K-2 Program Begins This Saturday
- From:** porternh@comcast.net (Your email address)
- Include web site address in email
- To Groups:**
 - Nottingham School Group
 - NYA Refs
 - NYA_Coaches_2010
 - NYA_Board
 - NYA_Players_2010_34_Boys
 - NYA_Players_2010_34_Girls
 - NYA_Players_2010_56_Girls
 - NYA_Players_2010_56_Boys
 - NYA_Players_2010_78_Boys
 - NYA_Players_2010_78_Girls
 - NYA_Players_2010_K2
- To:** (One email per line) [Empty text box]
- Attachment:** [Empty text box with + and - icons]
- Message Content:** Hello Parents,
The K-2 program begins this Saturday morning.
- Send Message** button

Annotations include:

- A callout box pointing to the "To Groups" list: "Choose the Email Groups to send Message to...and/or enter addresses in directly".
- A callout box pointing to the attachment icon: "Click to add attachments if needed."
- A callout box pointing to the "Message Content" area: "You can modify the content here if needed."
- A callout box pointing to the "Send Message" button: "Click send message when ready".