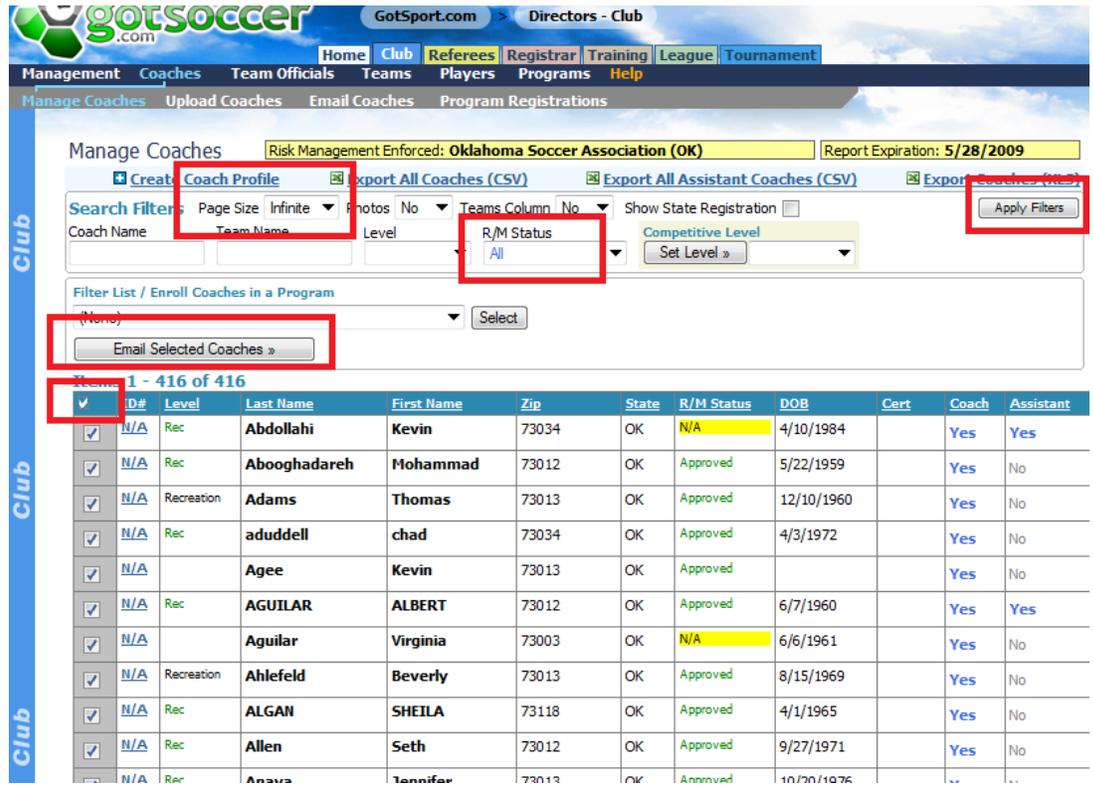
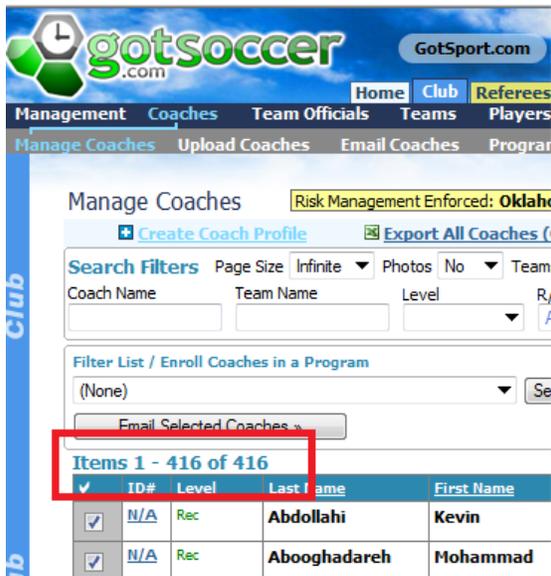


There will be times you will want to email all your coaches. Use the search criteria to display the coaches, managers or teams desired. You can use Risk management status, competitive level, name



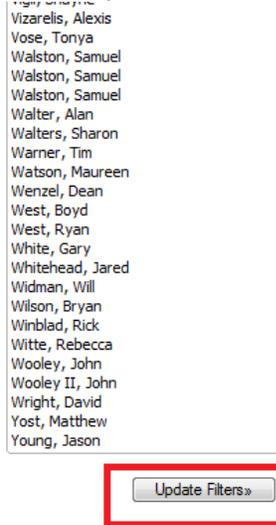
- 1) Make sure all your selections are displayed by setting the page size to Infinite. You can confirm this by making sure the Items 1-x-y are the same. In this example, 1-416 of 416. If this was 1-25 of 417 only 25 people would be in the email list.



- 2) Click on the Email button, see the screen shot 2 above
- 3) Decide if you want to send a *Bulletin* (No login information included) or *Personalized* Login Information included. If you are asking someone to log into an account this must be personalized.
- 4) Decide if you want to send the email as plain text, as seen on a Blackberry for example, or HTML, a type of format you might create from a word processor (Bold, bullets...). In this example, we will send a personalized email in HTML format.
- 5) Next decide who the email is from and the reply email address



- 6) Go to the very bottom of the coach. Manager or team list and click **Update Filters**



- 7) The system will refresh, changing the display to an HTML editor (not displayed in Safari)
- 8) You will see the number of people in the email list, and you can create the subject, and content. We do not allow attachments, but you can add URL's and hyper links. The end result is the same as an attachment, the recipient just makes a single click to download a document or go to web site.
- 9) Press Send to complete the process

The screenshot shows the 'gotsoccer.com' website interface. At the top, there's a navigation bar with 'Home', 'Club', 'Referees', 'Registrar', 'Training', 'League', and 'Tournament'. Below that, a secondary menu includes 'Management', 'Coaches', 'Team Officials', 'Teams', 'Players', 'Programs', and 'Help'. A third menu has 'Manage Coaches', 'Upload Coaches', 'Email Coaches', and 'Program Registrations'. The main content area is titled 'Coach Communications' and is for 'Edmond Soccer Club'. It features a 'Mailing List Summary' showing 416 coaches, a 'Select Broadcast Type' section with 'Personalized' selected, and a 'Select Message Format' section with 'HTML' selected. A 'Selected Coaches' list is on the left. The main form includes fields for 'From Name' (Bill Cameron), 'Reply To Address' (Bill@gotsport.com), 'Subject', and a large 'Message' area with an 'HTML Editor' toolbar. A 'Send' button is at the bottom right.

If there are many emails, the process takes a few minutes, do not close the screen, wait till you get a page that indicates that the emails have been sent.