

TO EMAIL "SELECTED" PLAYERS REGISTERED IN A PROGRAM OR

TO EMAIL VOLUNTEERING COACHES & ASST COACHES IN A REGISTRATION PROGRAM

1. Head into our website and click on the Admin Lock at the top.
2. Put in your First & Last name and your Board Admin password
3. On the Admin Features Grid, select REGISTRATION SYSTEM
4. Select the one Program you would like to see to contact selected players and hit LIST (You can *download* the entire registration as well, but it is an excel file, not an email)
5. Check off any of the player's names (and therefore families) you need to reach.
6. Change the selection at the bottom to say "EMAIL CHECKED"
7. Click on GO.
8. An email has been created for you with all of the appropriate email addresses.
9. Fill in the subject & message body, then click SEND.

Summer Travel 2010 - BASEBALL - 8 Yr Olds

List those that		Registered	Between			per page:	150	Find Them						
Member	DOB	M/F	Gd	Entered	Modified	Cost	Paid	Wait Listed	Scholarship	Donation	Coach	VolName	Volunteer	Volunt
1	<input type="checkbox"/>	Kammerer, Hollis	04/16/2002	M	2	05/03/2010	\$125.00	\$0.00						
2	<input type="checkbox"/>	O'Neill, Sean	10/09/2001	M	3	05/06/2010	\$125.00	\$125.00						
3	<input checked="" type="checkbox"/>	Perlman, Taylor	08/02/2001	M	3	05/04/2010	\$125.00	\$125.00			Checked	Doug Perlman	Asst Coach	
4	<input type="checkbox"/>	Shane, Dylan	11/08/2001	M	3	05/06/2010	\$125.00	\$125.00						
<input type="checkbox"/> Select / Un-select all above						Totals: \$500.00		\$375.00						
Email Checked				Go										

- Indicates that this amount was paid with a credit card. In this case, you can click the icon to view the invoice.

In the above example, the 3rd member listed here has been selected because the father volunteered to asst coach, and the email will be strictly filled with email addresses for this player's family and no other registrant.