

## HOW TO SEARCH FOR OR EMAIL GROUPS OF PLAYERS, PARENTS, COACHES OR BOARD MEMBERS –

- Click on ADMIN LOCK and put in Name and Board Password
- Select LOOKUP MEMBERS or EMAIL MEMBERS from Admin Features Grid
- Make sure it says “SEND EMAIL” under Report Type if you are trying to email

### TO EMAIL COACHES

1. Click on Coach and/or Asst Coach under Position
2. Click on the Teams you want from under Teams. You can even reach coaches from prior seasons by changing the season
3. Don't select anything more, just click FIND THEM
4. An email has now been created for you to send. You simply need to fill in the message.
5. Click SEND

### TO EMAIL SELECTED FAMILIES IN A DIVISION

- To reach registered players and their families, click on the REGISTERED IN PROGRAMS section and select any/all of the Programs that you wish to reach.
- To reach registered and unregistered families, avoid the “REGISTERED” area and use the Born Between parameters to sort out the age level that you need.
- To reach just the parents, or just the players, use the TYPE sort feature and then the other criterion you need for age, grade, etc.
- To reach all of the Board Members, or some of them, click on BOARD under the TEAMS section and then select the Board Positions under the POSITIONS section, including Sponsors, Website, Bookkeeper, etc as needed
- To reach any of our sponsors, or selected sponsors in certain years, under the TEAMS section select FRIENDS and under the POSITIONS section, select Sponsors2006, etc.

**Find Members**

**Report Type:** Send Email  
 text message addresses.

**First Name:** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_

**Type:** All  
**Has Email:** All  
**Email Addr:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Gender:** All  
**Born Between:** \_\_\_\_\_ and \_\_\_\_\_  
**In Grade:** \_\_\_\_\_ through \_\_\_\_\_  
**Birth Certificate:** All  
**Notes:** \_\_\_\_\_  
**Modified Since:** \_\_\_\_\_  
**In Zip code(s):** \_\_\_\_\_

(Not) **Registered in Program(s):**  
Summer Travel 2010 - BASEBALL - 10 Yr Olds: 4/22/2010 - 8/10/2010  
Summer Travel 2010 - BASEBALL - 11 Yr Olds: 4/22/2010 - 8/10/2010  
Summer Travel 2010 - BASEBALL - 12 Yr Olds: 4/22/2010 - 8/10/2010  
Summer Travel 2010 - BASEBALL - 13 Yr Olds: 4/22/2010 - 8/10/2010  
Summer Travel 2010 - BASEBALL - 14 & 15 Yr Olds: 4/22/2010 - 8/10/2010

Who have paid , not paid   
Who are waitlisted , not waitlisted

**Position(s):**  
Not Assigned  
Coach  
Asst Coach  
Manager  
Referee  
Player  
1B  
2B  
3B  
C  
Commissioner of All Star Softball  
Commissioner of All Stars  
Commissioner of Babe Ruth 14-15  
Commissioner of Bantam 6 & 7  
Commissioner of Bantam 8  
Commissioner of Cub 10  
Commissioner of Fall Ball  
Commissioner of Major 60

**Teams:**  
Spring Season 2010  
Not Assigned  
Board  
Friends  
Inactive  
Officials  
**Cal Ripken Baseball**  
**Bantam 6**  
Abenakis  
Aleuts  
Algonquins  
Apaches  
Apalachees  
Arapahoes  
**Bantam 7**  
Blackfeet  
Chippewas  
Comanches  
Crows  
Dakotas  
Hurons  
**Bantam 8**  
Mohawks

**Find them**

PLEASE NOTE: 1.) You can select more than one position, team or registered program by holding down the CTRL button while selecting and 2.) if your selections pull up the same email multiple times, (like all parents of 6, 7 & 8 years olds) the email will only be sent once to each email address by the program.