

Admin Site

How do I send mass emails?


Answer: Sending emails to various members in your organization is handled through the Emailer. This menu allows users to choose a list of recipients based on various parameters and draft an email with attachments and various design options.

- Menu Path – Communication -> E-Mail -> Emailer

View:

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Mailer

 **Create Mailing List**

PlayersMissing DocsVolunteersParentsParents W/O PasswordsEmail ListOfficialsMissing Player Records

RegisteredNot RegisteredNot PaidNew Players

Recipients...

MYL League
MYL Hockey
MYL Baseball
MYL Soccer

Select All Leagues

☒ Parents☐ Head Coaches☐ Additional Contacts☐ Entire Board
☐ Players☐ Assistant Coaches☐ Umpire
☐ Withdrawn☐ Coordinator

Filter By...

Membership Status: All

CTRL-click to select/de-select multiple. You may de-select all to ignore a filter

Season:

Summer 2015 2015
Spring 2015
Winter 2015
Fall 2015

Division:

Nothing selected

OR

Team:

Team A1
Team A3
Team A4
Team A5
Team A6

Custom Field Filter...

--Custom Field--

League Age Range: - (Across any selected seasons.)

Reset Search

Search/Draft

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URL: https://manageyourleague.com/LMS/faq//index.php?action=artikel&cat=2&id=131&artlang=en

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Categories:

- Registrants – This is the main category used by most users. This will query for registration records and can find recipients related to those registrations.
 - Registered – finds people who have registered. To learn more about these options, read the FAQ post ["What do the options do on the 'Registrants' emailer page?"](#).
 - Not Registered – finds people in the seasons selected by the user who have not registered in the season marked in the season dropdown at the top of the screen.
 - Not Paid – finds people who have registered in the season marked by the season dropdown at the top of the screen and owe money in that season.
 - New Players - finds players who are not marked as 'returning' in the current season.
- Missing Docs – finds people who are missing either their Birth Certificate or their Proof of residency (Note: option only appears if the league is set to collect one of those documents).
- Volunteers – This category allows the user to email their various volunteers in the system.
 - Volunteer Preferences - finds volunteers based on the positions selected.
 - Volunteers Scheduled – uses positions and a date range to find volunteers scheduled in a certain time period.
 - Team Volunteer – similar to “Volunteers Scheduled”, but looks for team-based volunteering. Can email parents and/or coaches.
- Parents/Players – This category allows the user to enter player/parent ID and search for people in that list. (Note: the category will be “Parents for child leagues and “Players” for adult leagues).
- Parents W/O Passwords - This category will send an email to any parent that has not yet set a password.
- Email List – This category allows a user to upload a file for a list of emails as recipients.
- Officials – This category allows the user to email all of their officials in the season set at the top of the page.
- Missing Player Records – This category sends emails to registrants whose age is missing from their registration record.

For more information on the Emailer's "Draft" page, read the FAQ [What are the options on the 'Draft' page of the emailer?](#)

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