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:

Admin Site

Emailer

Create Mailing List
Page 2 / 3

Players	Missing Docs	Volunteers	Parents	Parents W/O Passwords	Email List	Officials	Missing Player Records

Registered

Not Registered

Not Paid

New Players

Recipients...

Leagues
- MYL League
- MYL Hockey
- MYL Baseball
- MYL Soccer

[Select All Leagues](#)

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- ☐ Withdrawn

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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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).
- Parens 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 form 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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