

# Admin Site

## How do I send mass emails?

Answer: Sending emails to various members in your organization is handled through the E-mailer. 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 -> E-mailer

View:

# Admin Site

## Mailer



### Create Mailing List

Players

Missing Docs

Volunteers

Parents

Parents W/O Passwords

Email List

Officials

Missing Player Records

Registered

Not Registered

Not Paid

New 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 Withdrawn  Coordinator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:

Division:

Team:

Summer 2015 2015  
Spring 2015  
Winter 2015  
Fall 2015

Nothing selected

OR

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

# Admin Site

## 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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