

Sending an Email

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Now that you have set up your Distribution List you can send an email to the designated recipients

Quick Steps: EVENTS > EMAIL MANAGEMENT > SEND EMAIL

1. Select **Events** from the top menu and **Email Management** from the left hand side
2. Select **Send Email** from the expanded menu
3. A new page will open where you can create your email. The fields in the email creation are all explained below

Recipients: This field will fill with the recipient total when a distribution list is selected

Distribution List: Choose a distribution list from the drop down menu in order to email this group of people

Email Template: You can choose an email template to use for the email itself or enter the content yourself. If you would like to check the content within the template select the **Body** tab and this will be the content sent. If you need to alter any of this content you are able to do this by utilising the tools bar above the content

Campaign Name: This is the name of the campaign as seen in the console itself. The name of the campaign will not be seen by the email recipient

Sender Name: This is the name that will show when the recipient opens the email. This can be the name of the event or the name of the event organiser

Sender Email Address: This can be generic or more specific to an individual but it will show to the recipient when the email is opened

Email Subject: This is the subject line that the recipient can see and is often the name of the event. ie Melbourne Triathlon Race Guide

4. If you are not using an email template you will need to enter content in the **Body** section. This can be done by selecting the **Body** tab within the Send Email screen.
5. Once happy with your email select **Save**

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NAVIGATION: Return To Event Listing, Dashboard, **Email Management**, Distribution Lists, Send Email, Campaign Management, Master Export Templates, Master Event Form Options, Global PINs, Settlements

Send Email

General *	Body
Recipients	
Distribution List *	Select an option
Email Template	Select an option
Campaign Name *	
Sender Name *	
Sender Email Address *	
Email Subject *	

Save | Cancel

6. To send the email itself press the **Send** button once all the details have been saved

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Send Email

General	Body
Recipients	10
Distribution List	Triathlon Participants
Campaign Name	Mel Tri Participants Guide
Sender Name <small>Appears as the Sender in recipient's email program.</small>	Melbourne Triathlon
Sender Email Address	noreply@melbournetriathlon.com.au
Email Subject	Melbourne Triathlon Race Guide

Send | Edit | Delete | Listing

7. A pop up screen will appear asking you to confirm how many emails to send. This will be **Unique Emails** or **All Emails**. If you send to unique emails the email itself will only go to the email address once. This means that participants using the same email address will only receive the email once rather than multiple times. Sending to all emails will mean that all participants are emailed no matter what their email address

The screenshot shows the SportsTG web application interface. At the top, there is a navigation bar with icons for Membership, Events, Shop, Competitions, Utilities, Administration, and Support. On the left, a sidebar menu includes options like Return To Event Listing, Dashboard, Email Management, Distribution Lists, Send Email, Campaign Management, Master Export Templates, Master Event Form Options, Global PINs, and Settlements. The main content area is titled 'Send Email' and contains a form with the following fields:

General	Body
Recipients	10
Distribution List	Triathlon Participants
Campaign Name	Mel Tri Participants Guide
Sender Name <small>Appears as the Sender in recipient's email program</small>	Melbourne Triathlon
Sender Email Address	noreply@melbournetriathlon.com.au
Email Subject	Melbourne Triathlon Race Guide

At the bottom of the form are buttons for Send, Edit, Delete, and Listing. A modal dialog box is open in the foreground, titled 'Send Email', with the question 'Do You Wish To Confirm Your Request To Commence Sending Email?'. It features three buttons: 'Send 2 Unique Emails', 'Send All 10 Emails', and 'Cancel'.

8. Your email will now be sending

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