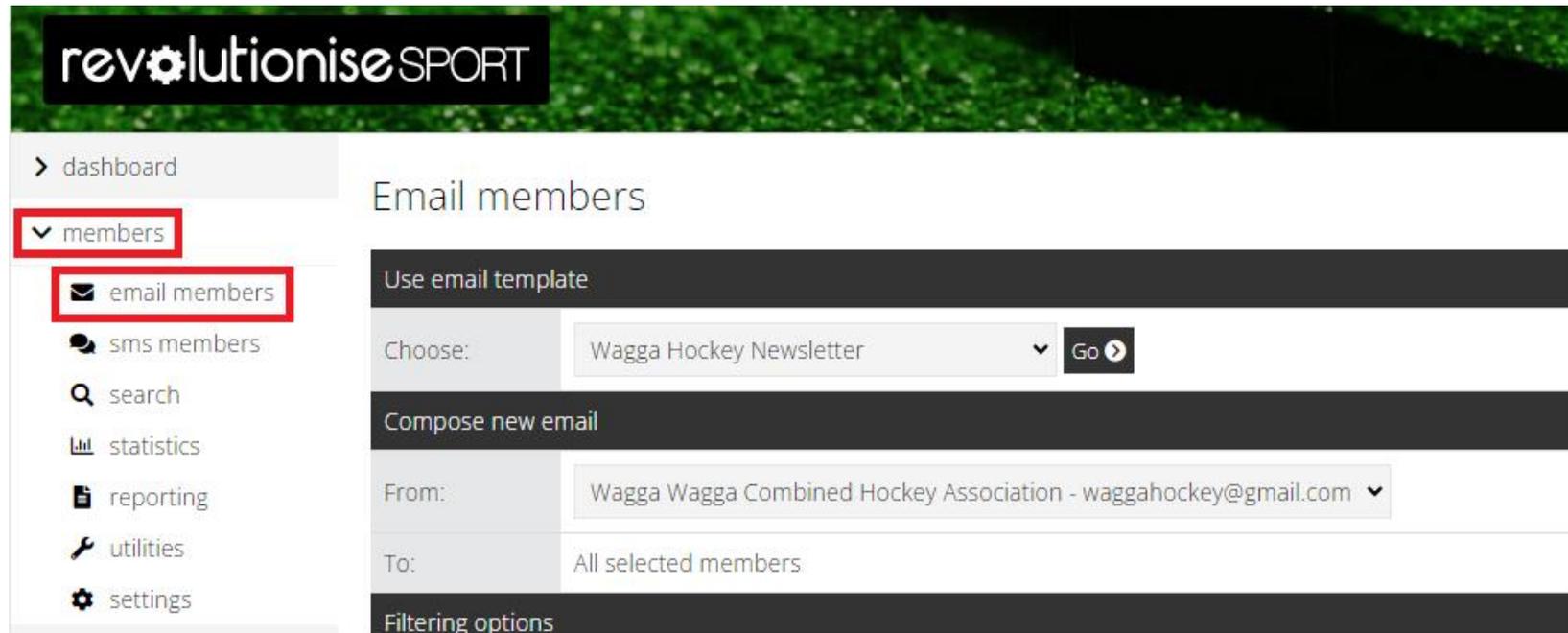


Sending Group Emails via Revolutionise

Send to all members based on:

- a. Club
- b. Payment Status
- c. Season

1. Log into Revolutionise
2. Go to Members → Email Members
3. Select your Preferences



The screenshot displays the RevolutioniseSPORT dashboard. The top navigation bar includes a 'dashboard' link and a 'members' dropdown menu, which is expanded to show 'email members', 'sms members', 'search', 'statistics', 'reporting', 'utilities', and 'settings'. The 'email members' option is highlighted with a red box. The main content area is titled 'Email members' and features a 'Use email template' section with a dropdown menu set to 'Wagga Hockey Newsletter' and a 'Go' button. Below this is a 'Compose new email' section with a 'From:' field set to 'Wagga Wagga Combined Hockey Association - waggahockey@gmail.com' and a 'To:' field set to 'All selected members'. A 'Filtering options' section is visible at the bottom.

Filtering options

i Not ticking any clubs below will include **all** clubs.

- Club:
- All clubs
 - Lake Albert Hockey Club
 - Representative Hockey
 - Rosellas Hockey club
 - Royals Hockey Club
 - Summer Competition
 - Tumut and District
 - Wagga Combined - Div 1 Women
 - Wagga Juniors Hockey Club
 - WWCHA Officials

Payment status:

(All) ▼

i If no seasons are selected, this email will send to **all** members in the current season.

Seasons:

- 2023 (Current) 2022 2021 2020 Summer 2019 2018 MY2016

Options:

- Include primary family member (where applicable)
- Exclude members from the current season
- Email members who have unsubscribed from general communications
- Send a copy of this email to my personal email address

Sent to particular divisions and their players

1. Log into Revolutionise
2. Go to Teams → Switch to Local Teams
3. Click 'Email Teams' in the left hand panel
4. Select the Divisions and Official types you want to email.

- > dashboard
- > members
- ✓ teams**
- + add team
- 👤 officials
- ✉ email teams**
- 📱 sms teams
- 🕒 dispensations
- 🔍 search
- 📊 statistics
- 📄 reporting
- 🔧 utilities
- ⚙ settings
- > competitions
- > transfers
- > gradings
- > classes
- > rostering
- > finance
- > site
- > events
- > shop
- > bookings
- > meetings

Email teams

🔄 switch to peak body teams

Use email template

Choose: Board member duty reminder

Compose new email

From: Wagga Wagga Combined Hockey Association - waggahockey@gmail.com

To: Team members and officials in all teams

Filtering options

Club: (All)

Divisions:

- All divisions
- Division 2 Men
- Division 1 Women
- Division 2 Women
- Division 3 Women
- Indoor
- Packham Cup 2022 - Adults
- Packham Cup 2022 - Under 18s
- Packham Cup 2022 - Masters (50+)
- Hockey ACT Division 1 Men

Payment status: All

Include archived teams:

Official type:

- ⓘ Not selecting an official type will send to all official types.
- Team Manager
 - Tech Official
 - Umpire
 - Coach

Send to particular teams and their players

5. Log into Revolutionise
6. Go to Teams → Switch to Local Teams
7. Click 'Email' against the Team you want to email
8. Select the Players and/or Officials you want to email

The screenshot shows the 'Teams overview' page in the Revolutionise system. The left-hand navigation menu has 'teams' highlighted with a red box. Below the navigation menu, there are two buttons: 'switch to peak body teams' (highlighted with a red box) and 'switch to inactive'. The main content area displays '37 TEAMS IN TOTAL' and a pie chart for 'TEAMS PER DIVISION'. Below this is a table of teams with columns for 'Team', 'Payment status', 'Members', and 'Actions'. The 'email' action for the 'CSU Division 1 Men' team is highlighted with a red box.

Team	Payment status	Members	Actions
<input type="checkbox"/> 13 shades of blue	Unpaid	0	view edit email delete
<input type="checkbox"/> Cavallers Division 2 Men	Unpaid	14	view edit email delete
<input type="checkbox"/> Cool Packham Team	Unpaid	0	view edit email delete
<input type="checkbox"/> CSU Division 1 Men	Unpaid	13	view edit email delete
<input type="checkbox"/> CSU Division 1 Women - Navy	Unpaid	13	view edit email delete
<input type="checkbox"/> CSU Division 1 Women - Pink	Unpaid	11	view edit email delete

Email teams

 switch to peak body teams

Use email template

Choose:

Board member duty reminder



Go 

Compose new email

From:

My email address - asmart099@gmail.com



To:

CSU Division 1 Men

Filtering options

Specific members:

Select all

Glenn Baker

Matthew Barlow

Jordan Clark

Lachlan Cope

Nicholas Fahey

Oscar Goulder

Max Hanrahan

Brett Hogan

Marcus Manning

Scott Pearce

Zac Simpson

Ryan Walsh

Casey Younie

Specific officials:

Select all

Brianna Maslen (Team Manager)

Casey Younie (Coach)

Options:

- Include primary family member (where applicable)  Does not apply to team officials
- Include members who have unsubscribed from general communications
- Send a copy of this email to the club
- Send a copy of this email to my personal email address

Select multiple members to group email that do not belong to the above groups

1. Log into Revolutionise
2. Go to Members
3. Select each member you want to email
 - a. **Note:** You can only select the members per page, do not click 'next page' or you will lose your selections. The members page is set to display 500 members at a time to assist with this issue.
4. Select 'Email members' from the Bulk Options drop down

- > dashboard
- ▼ members
- ✉ email members
- 📱 sms members
- 🔍 search
- 📊 statistics
- 📄 reporting
- 🔧 utilities
- ⚙ settings
- > teams
- > competitions
- > transfers
- > gradings
- > classes
- > rostering
- > finance
- > site
- > events
- > shop
- > bookings

Members overview

726 MEMBERS IN TOTAL



National ID Number

First name

Last name

Search 🔍

[view more statistics >](#)

[advanced search](#)

Bulk options: Please select... Go ▶

<input type="checkbox"/>	Last name ▼	First name ▼	DOB ▼	Payment status ▼
<input checked="" type="checkbox"/>	Adams	Angus	17 May 2010	PAID Griffith & Tumut - Affiliation Fee + 18 and under Membership
<input type="checkbox"/>	Adams	Hugo	24 Apr 2013	PAID Griffith & Tumut - Affiliation Fee + 11 and under Membership
<input type="checkbox"/>	Adams	Nate	04 May 2008	PAID ReturnJr - 16 and Under - Jnr Only - Winter Season
<input checked="" type="checkbox"/>	Alexander	Lilian	11 Mar 2000	PAID Adult Member - Winter Season
<input type="checkbox"/>	Allen	Rachael	25 May 1993	PAID Griffith & Tumut - Affiliation Fee + Adult Membership
<input checked="" type="checkbox"/>	Anderson	Ashleigh	11 Feb 2008	PAID New Jnr - 16 and Under Member - Jnr Only - Winter Season
<input type="checkbox"/>	Anderson	Nicholas	02 May 2006	PAID 18 and Under Member - Seniors Only - Winter Season
<input checked="" type="checkbox"/>	Angel	Drew	31 Jul 1984	PAID Adult Member - Winter Season

Bulk options: Email members

Last name

- Please select...
- Email members
- SMS members