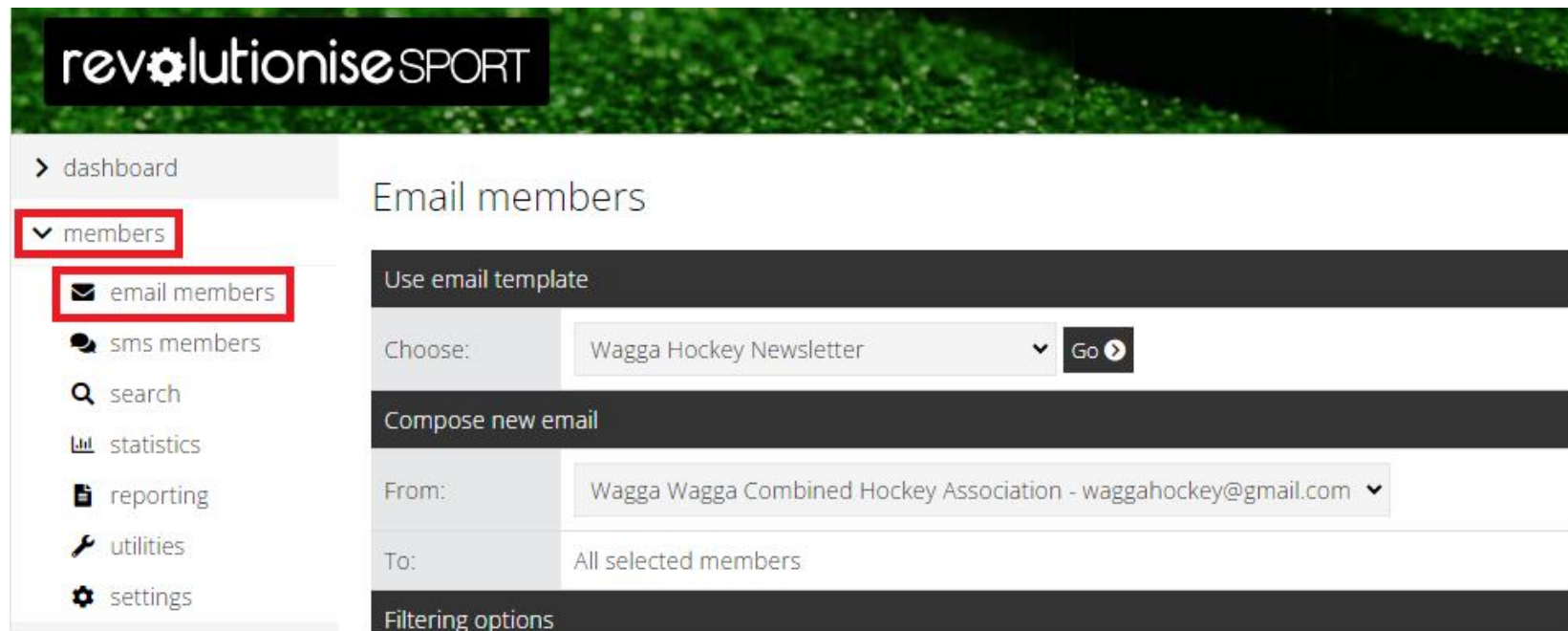


## Sending Group Emails via Revolutionise

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



### Filtering options

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

Club:	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> All clubs</li><li><input checked="" type="checkbox"/> Lake Albert Hockey Club</li><li><input checked="" type="checkbox"/> Representative Hockey</li><li><input checked="" type="checkbox"/> Rosellas Hockey club</li><li><input checked="" type="checkbox"/> Royals Hockey Club</li><li><input checked="" type="checkbox"/> Summer Competition</li><li><input checked="" type="checkbox"/> Tumut and District</li><li><input checked="" type="checkbox"/> Wagga Combined - Div 1 Women</li><li><input checked="" type="checkbox"/> Wagga Juniors Hockey Club</li><li><input checked="" type="checkbox"/> WWCHA Officials</li></ul>
Payment status:	(All) ▼

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

Seasons:	<input checked="" type="checkbox"/> 2023 (Current) <input type="checkbox"/> 2022 <input type="checkbox"/> 2021 <input type="checkbox"/> 2020 <input type="checkbox"/> Summer 2019 <input type="checkbox"/> 2018 <input type="checkbox"/> MY2016
Options:	<ul style="list-style-type: none"><li><input type="checkbox"/> Include primary family member (where applicable)</li><li><input type="checkbox"/> Exclude members from the current season</li><li><input type="checkbox"/> Email members who have unsubscribed from general communications</li><li><input type="checkbox"/> Send a copy of this email to my personal email address</li></ul>

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

Teams overview

37 TEAMS IN TOTAL

Unpaid

TEAMS PER DIVISION

view more statistics >


Team name Search

advanced search >

Filter by club: Club name... Go

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

## 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

Male

Female


Non-Binary

Other



Paid

Unpaid



National ID Number

First name

Last name

Search 🔍



advanced search



view more statistics >

Bulk options: Please select... Go

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



Bulk options: Email members  

☐ Last name  B 

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