

How to email members from previous years

Two options:

1. Go to Members → Email Members
2. Select the relevant season/years that you would like to contact.
3. Send email from this page.

revolutioniseSPORT

> dashboard

▼ members

✉ email members

📱 sms members

🔍 search

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📄 reporting

🔧 utilities

⚙ settings

> teams

> transfers

> classes

> rostering

> finance

> site

> events

Email members

Use email template

Choose: SIGNATURE Go

Compose new email

ⓘ You have chosen to copy this email to your account email at: hockeyducks01@gmail.com.

From: CSU Hockey Ducks Club - hockeyducks01@gmail.com

To: All selected members

Filtering options

Payment status: (All)

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

Seasons: ☒ 2024 (Current) ☐ 2023 ☐ 2022 ☐ 2021 ☐ 2020 ☐ 2019

Options:

☐ 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

OR

1. Go to Members → Reporting
2. Select any relevant parameters
3. Generate the report to get a list of email addresses

members

email members

sms members

search

statistics

reporting

utilities

settings

> teams

> transfers

> classes

> rostering

> finance

> site

> events

> shop

> bookings

Generate members report

Select fields

i You can select up to 8 fields if exporting to PDF.

Basic details	<input type="checkbox"/>
National ID Number	<input type="checkbox"/>
Full name	<input checked="" type="checkbox"/>
Date of birth	<input type="checkbox"/>
Gender identity	<input type="checkbox"/>
Registration date	<input type="checkbox"/>
Contact details	<input type="checkbox"/>
Address	<input type="checkbox"/>
Home phone	<input type="checkbox"/>
Mobile phone	<input type="checkbox"/>
Email address	<input checked="" type="checkbox"/>
+ Payment information	<input type="checkbox"/>
+ Additional information	<input type="checkbox"/>
+ Accreditations	<input type="checkbox"/>
+ Courses	<input type="checkbox"/>
+ Administrative information	<input type="checkbox"/>

Registered on:	From: <input type="text"/>	To: <input type="text"/>
Email subscription status:	All	
Email address is invalid:	<input type="checkbox"/>	
Profile last updated:	From: <input type="text"/>	To: <input type="text"/>
Export seasonal data from:	2024 (Current)	
Only include members who are new this season:	<input type="checkbox"/>	
Exclude members from the current season:	<input type="checkbox"/>	

Export options

File format: CSV

i This report can be saved as template so you can generate it in future without having to select all the above options again. Fill in the name field below to save this report.

Template name:

Generate report