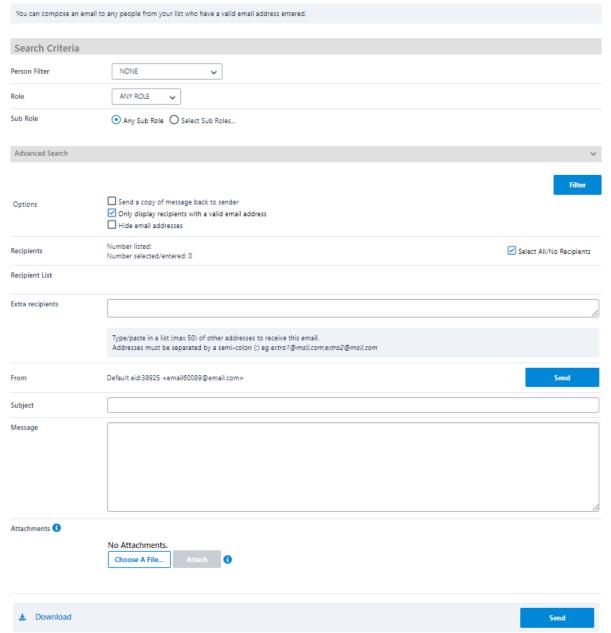
# **Email people**

You can send a general (free-form) email in bulk to participants within your organisation from this page. You can send to your entire list, or a custom list that meets a certain search or filter criteria.



# **Using a Person Filter**

If you have setup one or more Person Filters, you can select a filter from the drop down list. This will display all participants who meet the filter conditions. When a filter is selected, other Search Criteria is not shown. To re-display, choose NONE from the Person Filter drop down list.

## **Using other Search Criteria**

## Role selection

- Select a role. The list of sub roles will automatically be populated.
- ANY ROLE means the selection of person records that currently have at least one role assigned.
- NO ROLE means the selection of person records that currently have no role assigned (for example, these might be past players). If NO ROLE is selected, you can optionally select from the Last Sub Role the person held with your organisation.

## **Sub Role selection**

- · Choose ANY Sub Role to include records with any sub role within the selected role (i.e. this will include ALL the sub roles).
- · Or, choose Select Sub Roles then selected one or more sub roles to only include these sub roles.

Example: To choose SENIOR PLAYERS, select PLAYER in the Role dropdown list, Choose Select Sub Roles and select SENIOR.



The following criteria may not be available on all pages, or may be hidden within the Advanced search criteria area. Click the Show/hide Advanced Search criteria heading to toggle the visibility of this area.

#### **Person Name**

Enter part of the person name to search/filter for. This may be left blank to match all names, and be any number of characters. The search will match both first and last names. Make a selection in the drop down list relating to whether the name starts with, ends with or contains the search text.

#### Date of birth (DOB) range

Optionally enter either one or both of the From DOB and To DOB to search. Examples:

- DOB before a given date leave From DOB blank, and enter the To DOB. Records with no DOB entered will not be returned.
- DOB after a given date leave end To DOB blank, and enter the From DOB. Records with no DOB entered will not be returned.
- DOB between dates enter both From DOB and To DOB
- All DOB leave end and start at 'none'. In this case, records that have no DOB will also be returned as well as those with a DOB entered.

#### Gender

Select one or both of M or F. If neither is selected, gender is ignored, and records will be returned that have a M,F or no gender entered.

#### Registration

This option only displays on certain screens, and further filters the list to registered players of a selected association and type.