

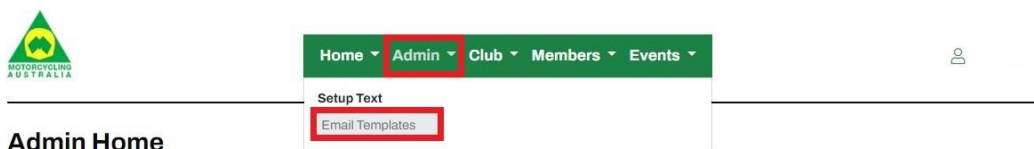
# How to Email Members

## Email Templates

Clubs will be able to communicate emails to their members from their home page. They can create templates for each email type as well as categorising the email type and setting the defined 'From' email address, e.g. the club's email.

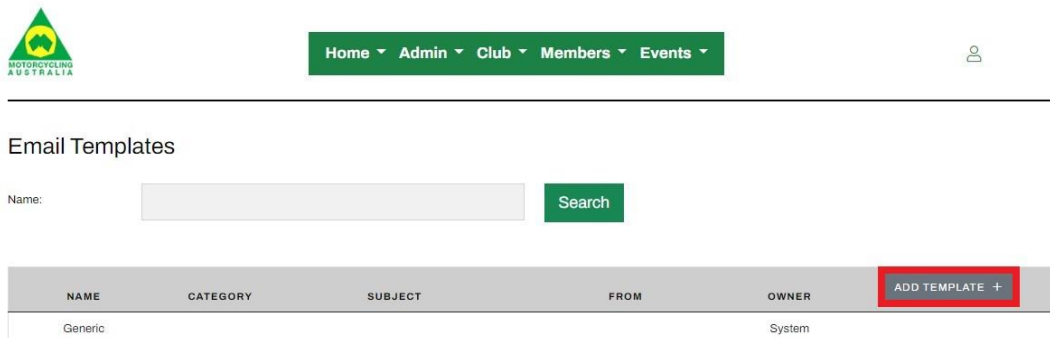
Emails can be sent ad hoc or by using a pre-set template. To create a template, follow the below instructions:

From the Admin Home, click Admin > Email Templates



This will display where the email templates are stored and if they need to be edited or created, admins can do so from here.

To create a template, [click Add Template](#)



Here, you can set the Template Name, Default Subject, Default from Address, and select the Category, e.g., Event, Membership. The Owner will be prefilled to the Club, this won't have to change.

Ride. Race. Enjoy.  
ABN 83 057 830  
083

Office 38  
1 International  
Drive  
West Meadows  
Victoria 3043  
Australia

P.O. Box 2162  
Gladstone Park  
Victoria 3043

Tel: (03) 9684  
0500  
E:  
mail@ma.org.au  
www.ma.org.au

International  
Tel: +61 3 9684  
0500

The national body



There will be a body which text, links and formatting can be set, as well as prefill text prompts which will use member and event details to fill out the body of the email.

These prompts include:

First Name	Last Name	Full Name
RiderNet ID	Mobile Number	Email Address
Event Name, Dates and Location		

## Email Template X Close

Template Name

Default Subject

Default From Address

Category

Owner

Content

Source
Undo
Redo
Find
Print

B
I
U
S
x<sup>2</sup>
I<sub>x</sub>

Text color
Background color
Text background color

Styles
Normal
Font
Size
A-
A+

?

Hi [First Name][Last Name],

Your {clubname} Membership is due for renewal.

To renew your Club Membership, please head over to [RiderNet.com.au](http://RiderNet.com.au) and follow the prompts

If you have any questions or concerns, please let us know,

Safe Riding,

**Members**

[\[First Name\]](#)

[\[Last Name\]](#)

[\[Full Name\]](#)

[\[Mbrship Nbr\]/\[RidernetID\]](#)

[\[Mobile Number\]](#)

[\[Email Address\]](#)

**Events**

[{eventname}](#)

[{eventdates}](#)

[{eventlocations}](#)

**Club**

**Membership**

[{clubname}](#)

Click 'Save' once the template has been completed.

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The national body

## Emailing Club Members

To email members from the Club Home, you will need to select Email Members from the Club dashboard.



### Manage Club



Here, admins can choose who they want to send the email to, when, which template they would like to use, the subject, add any attachments and schedule when an email will be sent.

Below are the definitions of each field:

- **Type:** based on which type of membership a member has, you can choose which members receive the email, e.g. Senior, Junior, Single, Family, All
- **Status:** memberships that are paid, pending or both
- **Expiry:** whether a member's membership is Active or due to expire, e.g. 1, 2, 3, 4 months, or Expired
- **Template:** which specific template you would like to use
- **Subject:** purpose of the email
- **From:** who is sending the email, e.g., club email address

**NOTE: THE EMAIL ADDRESS WILL DEFAULT TO [SUPPORT@RIDERNET.COM.AU](mailto:SUPPORT@RIDERNET.COM.AU) – TO ENSURE YOUR CLUB RECEIVES EMAILS, PLEASE PUT IN YOUR OWN CLUB EMAIL ADDRESS**

- **Other recipients:** those members that are not specifically linked to the club through their membership.
- **Send Date:** the scheduled time when the email is to be sent.

**NOTE: this time is displayed as 24-hour time**

- **Duplicate Email Handling (Suppress/Include):** Select whether duplicated emails will receive the communication or not.
- **Message:** the text body for the email
- **Attachments:** documents or files that will accompany the email

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G  
AUSTRALIA**

- Details
- Members
- Financial Period
- Categories
- Membership Q's
- Terms & Policies
- Disciplines
- Products
- Email Members**

**Email Members**

Type:  Status:

Member Name:  Expiry:

Template:

Duplicate Email Handling:  Suppress Duplicates  Include Duplicates

Subject:

From:

Other Recipients:

Message: 

Source Undo Redo Find Print Fullscreen

Text Image Link Table Code Quote Align Indent Outdent Decrease Indent Increase Indent Decrease Indent Increase Indent Decrease Indent Increase Indent

B I U Text Color Background Color Font Color Font Size Font Family Font Weight Font Style Font Color Font Size Font Family Font Weight Font Style

Styles Format Font Size Color Weight Style Font Color Font Size Font Family Font Weight Font Style

Blank email template set up

body

Attachments: 

Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen
Choose File	No file chosen

Send Date (leave blank for now):  Time:

- [\[First Name\]](#)
- [\[Last Name\]](#)
- [\[Full Name\]](#)
- [\[Membership Nbr\]/\[RidemetID\]](#)
- [\[Mobile Number\]](#)
- [\[Email Address\]](#)
- [Club Name](#)

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As well as emailing members from your Club, admins will be able to email members that have registered for their events (See Emailing Event Members) pg