



RIDER NET

Ride. Race. Enjoy.

Emailing Event Members

From the Event Details page, event administrators will be able to send communications and emails to list participants.

You will need to View Events and go to the Events Details dashboard and select the Reports tab.

Event Details

Class Withdraws | Cancelled Products | Event Cancellations | **Reports** | Download Documents | Cancel & Refund

Cancel | Copy | Close

Details | Registration | Clubs & Locations | Officials & Endorsements | Classes | Supp Regs | Products & Questions

Status	Active
State	National
Event Name	2022 ASBK - Rd 7 - THE BEND
Permit Type	Competitive
Event Type	National
Event Discipline	Road Race (RR)
Event Short Description	2022 ASBK Round 7 - The Bend Motorsport Park
Event Image	

Next, click Email Participants. This will generate an email dashboard where administrators can send through communications to those who have registered for the specific event.

Event Reports

2022 ASBK - Rd 7 - THE BEND

Participants | Riders/Class | Riders/Products | Questions | Medical | Supp Regs

Class Withdraws | Cancelled Products | Event Payments Report

Email Participants

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ABN 83 057 830 083

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1 International Drive
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Victoria 3043
Australia

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International
Tel: +61 3 9684 0500

The national body of motorcycle sport in Australia affiliated to the Federation Internationale de Motocyclisme [F.I.M]



Supported by



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:

- **Attendee Type:** based on which type of attendee you would like to send the email to, e.g. Participant, Coach, Official, All
- **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 – 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 event
- **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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Email Event Participants


Template:

Attendee Types: Participant Official Coach Duplicate Email Handling: Suppress Duplicates Include Duplicates

Subject:

From:

Other Recipients: [Find](#)

Message: 

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:

[Send Email](#)

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

[Event Name](#)
[Event Dates](#)
[Event Location](#)