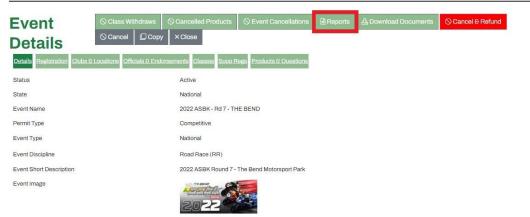




## **Emailing Event Members**

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.



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.



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

P.O. Box 2162

Gladstone Park Victoria 3043

Ride. Race. Enjoy.

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



Supported by



Event Reports						
2022 ASBK - Rd 7 - THE BEND						
Participants	Riders/Class	Riders/Pro	ducts	Questions	Medical	Supp Regs
Class Withdraws						
Email Particip	ants					



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 <u>SUPPORT@RIDERNET.COM.AU</u> – 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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