

## How to invite previous members to re-register

Once the registration form has been completed you can invite members to re-register for the upcoming season via email. This can be completed using the following steps:

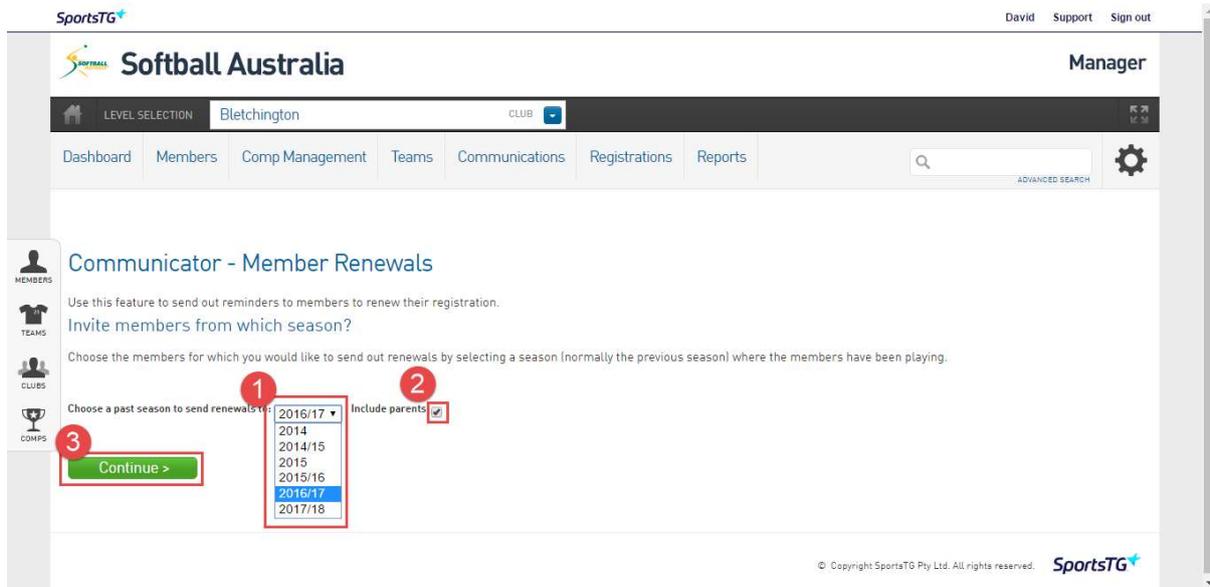
1. After logging into the Fox Sports Pulse navigate to your club **Dashboard**. Click on the **Communications** menu.

The screenshot shows the SportsTG+ Manager interface for the Bletchington Softball Club. The top navigation bar includes 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Communications' menu item is highlighted with a red box and a red circle containing the number 1. Below the navigation bar, the club details for Bletchington Softball Club Inc. are displayed, including contact information for the President, Treasurer, and Registrar.

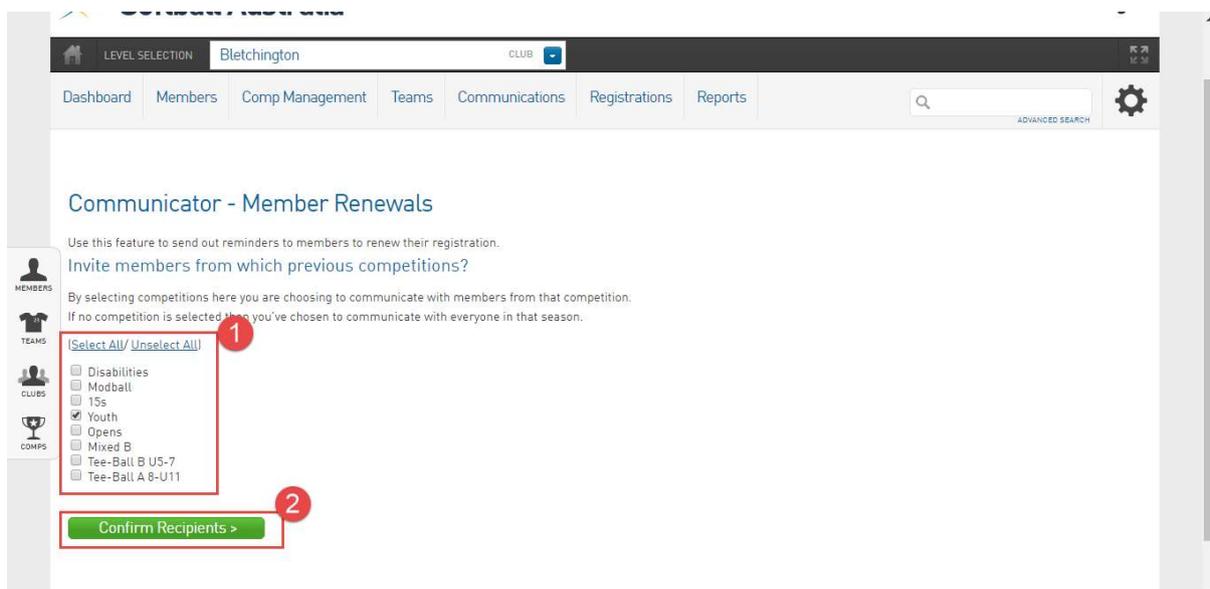
1. Click on the **Member Renewals** button.

The screenshot shows the SportsTG+ Manager interface for the Bletchington Softball Club. The 'Communicator - Options' screen is displayed, showing several options for communication. The 'Member Renewals' button is highlighted with a red box and a red circle containing the number 1. The options include 'Send a Message', 'Member Renewals', 'Manage Custom Groups', 'Profile', and 'Sent Messages'.

1. **Select** the season that you would to be used when identifying members to email.
2. **Select** whether parents are to be emailed as well..
3. Click on the **Continue** button.



1. **Select** specific competitions that the members participated in.
2. Click the **Confirm Recipients** button.



1. **Select** specific members or select all.
2. Click on the **Choose Form** button.

Communicator - Confirm Recipients

[Select All/Unselect All](#)

Youth

| Name              | Email                              | Parent/Guardian 1 Email            | Parent/Guardian 2 Email   |                                     |
|-------------------|------------------------------------|------------------------------------|---------------------------|-------------------------------------|
| Jessica Bennett   | info@katebarclayphotography.com.au | info@katebarclayphotography.com.au | jamie@barclayskelpies.com | <input type="checkbox"/>            |
| Ben Cotter        | cotter.75@bigpond.com              | cotter.75@bigpond.com              |                           | <input type="checkbox"/>            |
| Chelsea Davis     | julesa@bigpond.com.au              |                                    |                           | <input type="checkbox"/>            |
| Bailey Ferguson   | baileyferguson90@yahoo.com         | baileyferguson90@yahoo.com         |                           | <input type="checkbox"/>            |
| James Gogala      | gogala@netconnect.com.au           | gogala@netconnect.com.au           | gogala@netconnect.com.au  | <input type="checkbox"/>            |
| Lucy Johnston     | ptjohnston@bigpond.com             | ptjohnston@bigpond.com             | ptjohnston@bigpond.com    | <input type="checkbox"/>            |
| Henry Jones       | salchris.hen@bigpond.com           |                                    |                           | <input type="checkbox"/>            |
| Aiden Kelly       | gkelly5@bigpond.com                |                                    |                           | <input type="checkbox"/>            |
| Ashleigh Kelly    | gkelly5@bigpond.com                |                                    |                           | <input type="checkbox"/>            |
| Mitchell King     | bki85898@bigpond.net.au            | bki85898@bigpond.net.au            | bki85898@bigpond.net.au   | <input type="checkbox"/>            |
| Mark Kudrins      | rdkudrins@bigpond.com              | rdkudrins@bigpond.com              | rdkudrins@bigpond.com     | <input type="checkbox"/>            |
| Nailani Leng      | nailani.leng@hotmail.com           |                                    |                           | <input type="checkbox"/>            |
| Graydon Lisle     | glennlisle@bigpond.com             | glennlisle@bigpond.com             | glennlisle@bigpond.com    | <input checked="" type="checkbox"/> |
| Nathan Lynch      | linynchdaapt.net.au                | linynchdaapt.net.au                |                           | <input type="checkbox"/>            |
| Samuel McDonald   | pplucka@bigpond.com                |                                    |                           | <input type="checkbox"/>            |
| Llewellyn Moes    | petermoes@msmmilling.com.au        | petermoes@msmmilling.com.au        |                           | <input type="checkbox"/>            |
| Max Pearce        | julespearce1@hotmail.com           | julespearce1@hotmail.com           | julespearce1@hotmail.com  | <input type="checkbox"/>            |
| Jordan Price      | c.pricey3@bigpond.com              |                                    | c.pricey3@bigpond.com     | <input type="checkbox"/>            |
| Eva Reith-Snare   | sneiths@BigPond.net.au             | sneiths@BigPond.net.au             | sneiths@BigPond.net.au    | <input type="checkbox"/>            |
| Mac Reith-Snare   | sneiths@BigPond.net.au             | sneiths@BigPond.net.au             | sneiths@BigPond.net.au    | <input type="checkbox"/>            |
| brody thomas      | gtees2@bigpond.com                 |                                    | gtees2@bigpond.com        | <input type="checkbox"/>            |
| Lily Westcott     | cjandga@3@bigpond.com              |                                    |                           | <input type="checkbox"/>            |
| Luka Wilde        | justene.priest@gmail.com           | justene.priest@gmail.com           |                           | <input type="checkbox"/>            |
| Maddison Youngman | margoyoungman@yahoo.com.au         | margoyoungman@yahoo.com.au         |                           | <input type="checkbox"/>            |

[Choose Form >](#)

1. Select the registration form that you would like to link to from the email.
2. Click on the **Customise Email** button.

SportsTG+ David Support Sign out

Softball Australia Manager

LEVEL SELECTION Bletchington CLUB

Dashboard Members Comp Management Teams Communications Registrations Reports

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Choose registration form

The reminder email you send will contain a link to a member registration form. Please confirm here which form you wish to use for this purpose.

Softball Australia National Registration Form (#50878)

[Customise email >](#)

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1. Enter your customised message for members.
2. The credit card component may not be displayed if this has not been configured.
3. Click on the **Send Renewals Now** button to forward to members identified within the selection process.

Dashboard Members Comp Management Teams Communications Registrations Reports

### Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

#### Customise email

The reminder email you send will contain instructions for re-registering. You can customise some of the introductory text.

Hi << Member Name >>,  
Bletchington is now open for registrations.  
We have prepared an online registration form and we can also accept online payment via credit card.  
[click here](#) to commence the registration process.  
Bletchington

Send renewals now

The email will be received as shown below:

Invitation to re-register

Bletchington <donotreply@foxsportspulse.com>  
to me

22 Aug (3 days ago)

Hi Laura,  
Bletchington is now open for registrations.  
We have prepared an online registration form and we can also accept online payment via credit card.  
[Click here](#) to commence the registration process.