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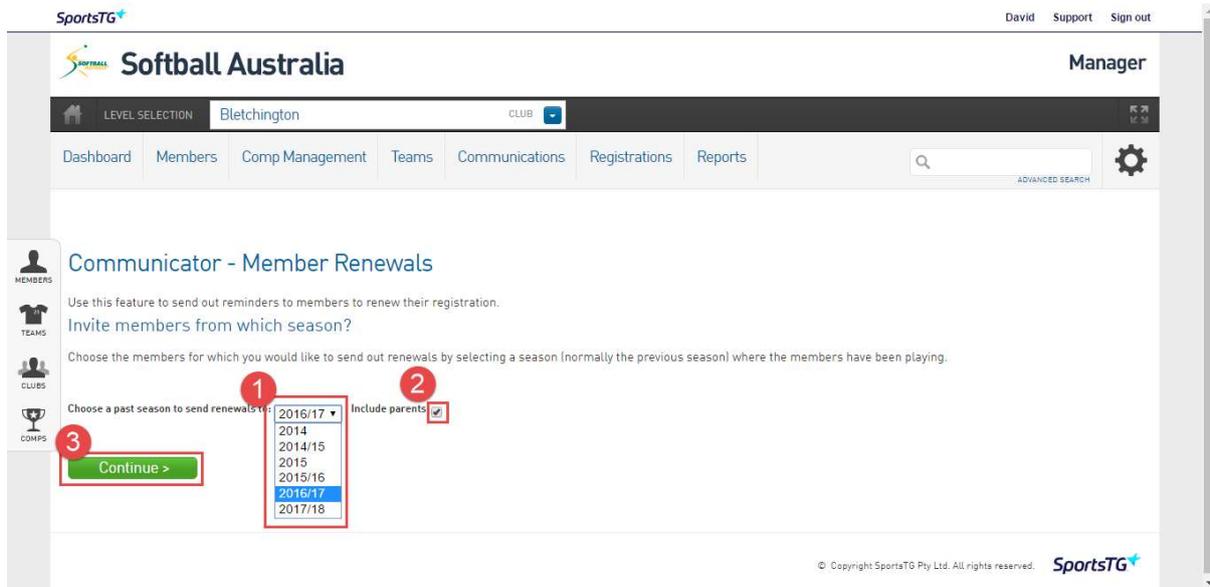
1. After logging into the Fox Sports Pulse navigate to your club **Dashboard.** Click on the **Communications** menu.

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

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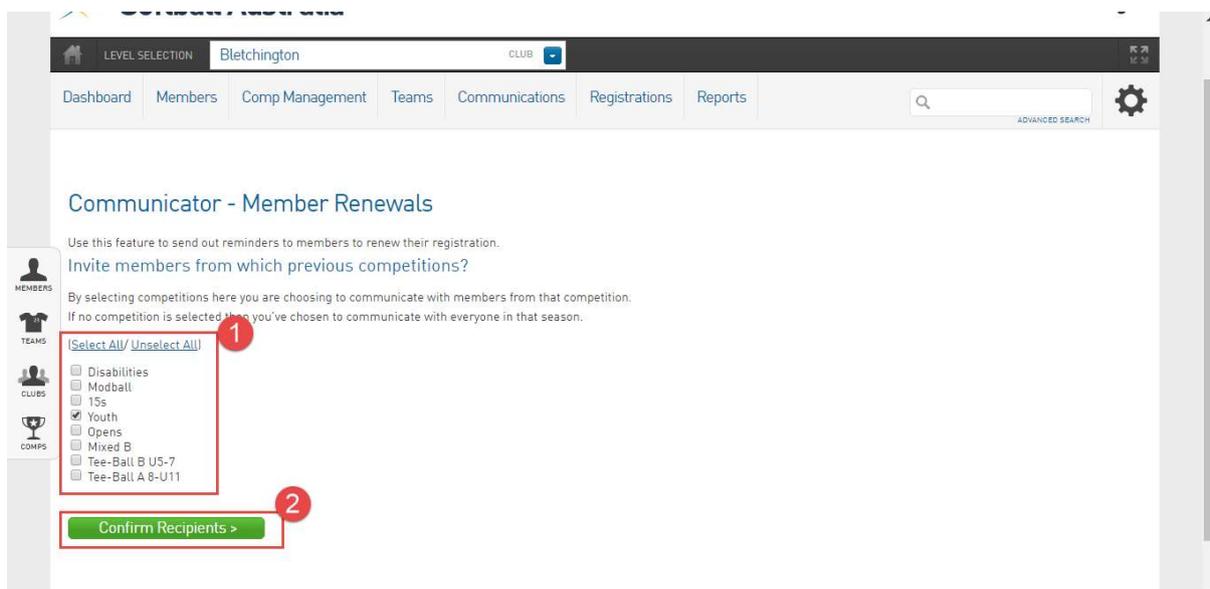
1. **Select** specific members or select all.
2. Click on the **Choose Form** button.

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

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.

The email will be received as shown below: