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.

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Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	٩	ADVANCED SEARCH	₽
Bletchi	ngton								
Bletchi	ngton	Details Edit		Contacts	Edit				
Club Inc.		Email bletchington softball@	Inmail com	President (PRIM	ARY CONTACT)	Treasurer			
Bo	-p	entry preterington.sortbatte	igmaic.com	Jacquie Lisle		David Smith			
-0				0407934471	innend com	0431947944 david smitty smith@amail.co			
Edit L	000			Grantingeloo	<u>igpona.com</u>	Deviation Provide the second s			
Details				Lisa Tracev		Fiona Cotter			
Contacts	5			0401975985		0408007394			
Locator				lisatracey620	Mgmail.com	cotter.75@bigpond.com			

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

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Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	٩	ADVANCED SEARCH	Ф
Commu	unicator -	- Options							
Sciect month	nd a Message	Create and se	end a messag	ge to your members via e	email or sms				
Se	nd a Message nber Renewal	Create and se	end a messag nember entry	ge to your members via e y invitations to existing r	email or sms nembers				
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See Mer Manag	nd a Message mber Renewal ge Custom Gro Profile	Create and se Send preset n ups Set up and ma	end a messag nember entry anage comm anage the sei	ge to your members via e y invitations to existing r unication groups nder profile settings for	email or sms members this account				

- 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.

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Dashboard	Members	Comp Management	Teams Communications	Registrations Reports	Q	
Use this featu Invite me Choose the m	ire to send out re mbers from nembers for which	minders to members to re Which season? h you would like to send or	new their registration.	ormally the previous season) where the m	nembers have been playing.	
	eason to send rene	wals to: 2016/17 T Inclu 2014	de parents 🕢			

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

Dashboard	Members	Comp Management	Teams	Communications	Registrations	Reports	٩	\$
								ADVANCED SEARCH
Comm	unicator	- Member Ren	ewals					
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Use this featu	re to send out r	eminders to members to re	mew their re	gistration.				
mvite me	IDEL2 ILOIT	i which previous co	mpetitio	15 :				
By selecting o	ompetitions he	re you are choosing to comr	municate wit	h members from that co	ompetition.			
If no competit	ion is selected	theo you've chosen to comn	nunicate with	everyone in that seaso	n.			
I <u>Select All</u> / <u>U</u>	nselect All							
Disabilitie	5							
Modball 15s								
Youth Youth								
 Youth Opens Mixed B 	U5-7							
 Youth Opens Mixed B Tee-Ball B 		-						
Vouth Opens Mixed B Tee-Ball E Tee-Ball A	.8-011							
 Youth Opens Mixed B Tee-Ball E Tee-Ball A 	.8-011	2						

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

Select All/Unselec	<u>et All</u>					
Youth						
Name	Email	Parent/Guardian 1 Email	Parent/Guardian 2 Email			
Jessica Bennett	info@katebarclayphotography.com.au	info@katebarclayphotography.com.au	jamie@barclayskelpies.com			
Ben Cotter	cotter.75@bigpond.com	cotter.75@bigpond.com		8		
Chelsea Davis	julesaußbigpond.com.au					
Bailey Ferguson	baileyferguson90@yahoo.com	baileyferguson90@yahoo.com		8		
James Gogala	gogala@netconnect.com.au	gogala@netconnect.com.au	gogalaßnetconnect.com.au			
Lucy Johnston	ptjohnston@bigpond.com	ptjohnston@bigpond.com	ptjohnston@bigpond.com			
Henry Jones	sal.chris.hen@bigpond.com					
Aiden Kelly	gpkelly5@bigpond.com					
Ashleigh Kelly	gpkelly5@bigpond.com					
Mitchell King	bki85898@bigpond.net.au	bki85898@bigpond.net.au	bki85898@bigpond.net.au	0		
Mark Kudrins	rdkudrins@bigpond.com	rdkudrins@bigpond.com	rdkudrins@bigpond.com			
Nailani Lang	nailani.lang@hotmail.com					
Graydon Lisle	glennlisleßbigpond.com	glennlisleßbigpond.com	glennlisleßbigpond.com			
Nathan Lynch	Uinlynchidaapt.net.au	Uinlynchidaapt.net.au		•		
Samuel McDonald	pplucka@bigpond.com					
Llewellyn Moes	petermoes@msmmilling.com.au	petermoes@msmmilling.com.au				
Max Pearce	julespearce1@hotmail.com	julespearce1@hotmail.com	julespearce1@hotmail.com			
Jordan Price	c.pricey3@bigpond.com		c.pricey3@bigpond.com			
Eva Reith-Snare	sneiths@BigPond.net.au	sneiths@BigPond.net.au	sneiths@BigPond.net.au			
Mac Reith-Snare	sneiths@BigPond.net.au	sneiths@BigPond.net.au	sneiths@BigPond.net.au			
brody thomas	gtees2/8bigpond.com	gtees2@bigpond.com	gtees2@bigpond.com			
Lily Westcott	cjandgav03@bigpond.com					
Luke Wilde	justene.priest@gmail.com	justene.priest@gmail.com				
Maddison Youngma	n margoyoungmont/Byahoo.com.au	margoyoungmont@yahoo.com.au				

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

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Dashboard Mem	bers Comp Management	Teams	Communications	Registrations	Reports	٩	ADVANCED SEARCH	0	
Communica	ator - Member Rer	newals							
Use this feature to ser	nd out reminders to members to	renew their rec	istration.						
Choose registra	ation form								
The reminder email yo	ou send will contain a link to a me	ember registrat	tion form. Please confi	rm here which form	you wish to use for t	his purpose.			
Softball Australia Nat	tional Registration Form (#50878								
Customico or	weit o								
Customise en	2								

- 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.

	Members	comp Management	Teams	Communications	Registrations	Reports	Q	
Comm	unicator -	Member Ren	ewals					
Use this feat	ure to send out re	minders to members to r	enew their reg	istration.				
The second	se emait			V	falls interd			
ine reminde	r email you send i	will contain instructions to	or re-registerii	ng, rou can customise :	some or the introduc	tory text.		
No. of Man	haw Nama 22							
	Der Maine 22,			_1				
Bletchingt	on is now open	for registrations.						
-								
We have p	repared an o	nline registration	form and	we can				
aiso acce	pt online pa	yment via credit d	ara.					
<u>Click her</u>	e to commenc	e the registration	process.					
Bletching	ton							
		0						
Send	renewals now							
Denu								

The email will be received as shown below:

		asso residente en al 11		
0	Bletchington <donotreply@foxsportspulse.com></donotreply@foxsportspulse.com>	22 Aug (3 days ago) 🎲	*	٣
	to me 🕞			
	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	L		