

Emailing Program Participants

There are many situations where you may want to broadcast a message to members of a particular program or to all your members. MMS provides the ability to compose emails to your members without the rig moral associated with a standard mail client.

Two use useful ways to generate the lists of address you wish to broadcast through are via;

- Manage >> Pending Members
- Reports >> Programs >> Participants

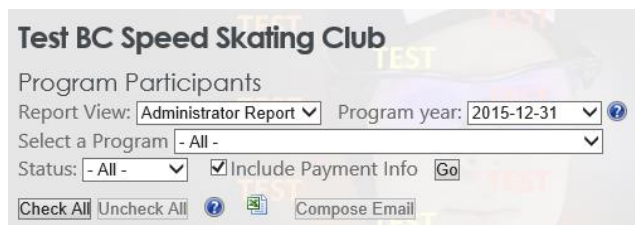
Pending members is a good way to communicate to just those regarding their pending membership. The program participants report can be used in all other cases. This document will utilize the program participants report for example purposes.

A common scenario in which you may want to broadcast a message is to notify participants of payment due dates and how they can make payment. The example used in this document will assume the following;

- I want to notify **all** active an pending members that program payments are now due
- My organization has setup online payments in MMS

Step 1: Run the Program Participants Report for your Organization

- Navigate to “Reports >> Programs >> Participants”
- Select the current Program Year
- Choose “All” from the Programs drop down list
- Choose “All” from the Status list
- Include Payment Info as you may want to deselect those that have already paid
- Click the “Go” button



Step 2: Select the appropriate members to email

- For this example click the “Check All” button to select everyone on the list
- Click on the header “Status” to group the list by their status

Gender	Phone	Emergency Contact	Email	Amount Paid	Status	Status Date	Registration date/time
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- Scroll over the list to see if there are any members in a “Cancelled” status and deselect them by unchecking the box at the beginning of the row.

<input checked="" type="checkbox"/>	Test Other Agreement	Reynolds	Burt	788 Humboldt	902	Victoria	British Columbia	V8W4A2	501189	1977-11-03	Male	1 250 5894485	1 250 5894485 2505894485	cattwill@peloton-technologies.com	\$175.00	Active
<input type="checkbox"/>	2015 Fall Skating Program	Attwill	Craig	#1209 - 751 Fairfield Road		Victoria	British Columbia	V8W4A4	500055	1977-11-03	Male	250 5894485	250 5894485 Me	cattwill@peloton-technologies.com	\$105.00	Cancelled (Joined in Error)

- Scroll over the list and remove any members that have paid in full
- When you are satisfied that you have made all the appropriate selections click the “Compose Email” button.

Step 3: Compose the email to be broadcast

- When the compose email form opens it will automatically add each address that was checked in the “To” box. It will only add them once, so if someone was in the list twice they will receive only one email.
- Additional email addresses can be added to the “To” box at this time. Addresses can also be deleted.
- The club email address will be used as the “from address” and the club mailing address along with who is sending the message will be automatically included.

Important Note: An individual email will be sent to each recipient. A group thread is not created!

COMPOSE EMAIL

NOTE: Speed Skating Canada’s registration system is NOT set up to meet Anti-Spam Legislation for Commercial Electronic Messages (CEMs) and therefore NO CEM’s should be sent from this system. Please visit the Government of Canada’s Website-Canada’s Anti Spam Legislation to learn more about CEM’s and spam.

If you are sending a CEM, even if unknowingly, Speed Skating Canada accepts no liability for this action.

I agree this is not a Commercial Electronic Message Send Cancel

From: slidewest+club@gmail.com

To: danderson@peloton-technologies.com; cattwill@peloton-technologies.com;

Subject: Program fees are now due.

Attach File: How to make an online paym Browse...

Test BC Speed Skating Club
1234 Somewhere Street
Kamloops, BC, Canada, Z9Z9Z9

Hi All,

Program fees are now due.

Payments can be made by logging into MMS, and clicking on each invoice under the Membership section.

A document has been attached that describing this process in more detail.

We are looking forward to a wonderful season!

Cheers,

Craig

This email is being sent to you by Craig Attwill of Test BC Speed Skating Club through the registration system. If you have a concern or question about this email please contact slidewest+club@gmail.com.

Le présent courriel vous est envoyé par Craig Attwill de Test BC Speed Skating Club au moyen du système d’inscription de Patinage de vitesse Canada. Pour toute question ou préoccupation concernant ce courriel, veuillez communiquer avec slidewest+club@gmail.com.

- Fill in the appropriate message
- Attach a file if necessary
- Agree that you are appropriately contacting members regarding their membership by checking the “this is not a CEM” checkbox.
- Click “Send” to broadcast the email notification.