

# **Club Communication**

**User Guide** 





#### **Club Communications**

**Club Profile** Accessing **Emails** Segments **Segment Rues** Segment Management **Composing Emails Attachments Settings** 



#### **Club Communications**

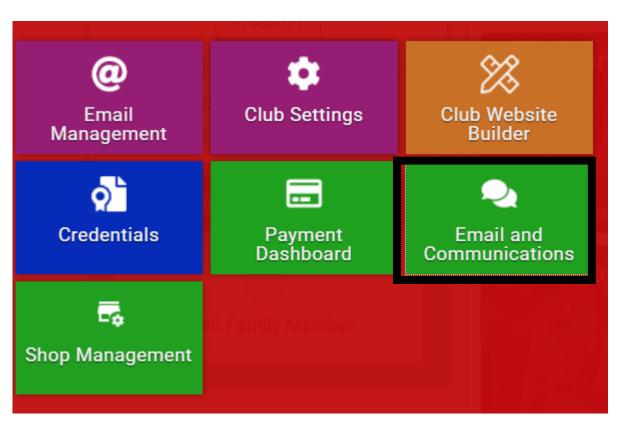


The communication feature allows you to reach out to members with comprehensive filters to identify unique groups of members, as well as email breakdown, history and reporting.





#### You can access by selecting Menu, on the top left on your screen, followed by Email and Communication





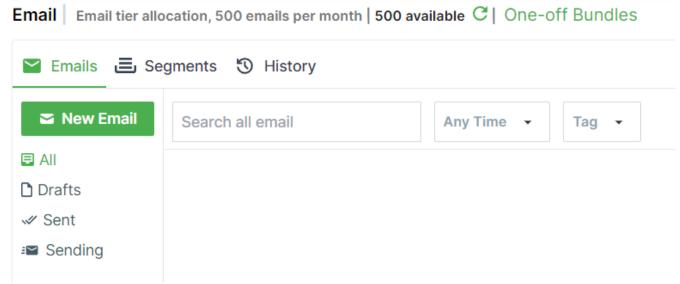




#### Emails

Email providers an history overview of all the communication which has been to members.

You are also able to see any emails which are in draft, schedule to send and currently sending.









Segments are the criteria which forms the group of members, who the communication will be sent to. You can create as many different segments as needed based on a range of different criteria.

Segment name*					
Members with Club - Training Membership		+ ADD the following conditions that conta	acts match of All	~	
Description					
All members in the club who hold	d a club training memb	ership type			
		/			
Membership ~	Membership	✓ Has any of the selected	memberships	~	
Club - Training ×	× ~				





Segments can be named and a description for future use.

Multiple segments rules can be added using the ADD button. Selecting All allows you to add 'and' rules, and selecting 'Or' will allow you to add 'Or' rules.

← Update Segment	
Segment name* Challenge Series	+ ADD the following conditions that contacts match of All
Description Segment for Challenge Series & open water events.	All Any

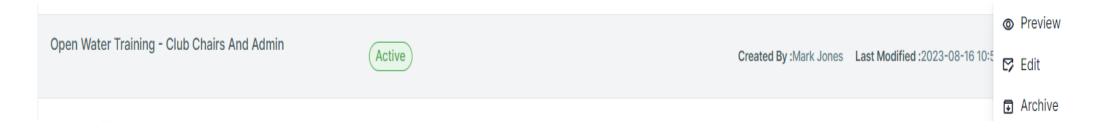


## Segment Management



Created segments can be found under the segment tab, and you have the ability to delete or archive segments.

Segments can be updated and changed after use, by selecting the Edit button, as well as preview to view which members will specifically receive the email.





## **Composing Emails**



To compose an email, select 'New Email', followed by 'From' which will allow you to pick which email address the email comes from. Either that of the club or your own email address.

Select 'Recipients', allows you to select which email segment the email will go to.

Create an Email				
From *	Sender is required			
Recipients *	Segment is required			
Subject *	Subject is required			



#### **Composing Emails**



You can enter the email subject, with all the essentials tools available for you to tailor the body of your email.

Subject * Subject is required		
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Type something		





#### Attachments

Upon selecting the attachment feature, you are able to attach relevant files to your email.

Type something	C Open				
	$\leftarrow \rightarrow \checkmark \uparrow$ $\textcircled{B}$ > This PC > Documents $\checkmark \textcircled{O}$ $\swarrow$ S		<ul><li>・</li><li>ひ</li><li>シ</li><li>Search</li></ul>	Search Documents	
	Organize   New folde	er		≣≣ <b>▼ □</b> ?	
	, This PC	^ Name	Date modified	Туре	
	3D Objects	Custom Office Templates	03/01/2023 16:56	File folder	
	Desktop	📴 My Data Sources	22/02/2023 17:02	File folder	
	Documents	OneNote Notebooks	17/01/2023 14:17	File folder	
	Downloads	Zoom	25/07/2023 18:04	File folder	
	Music				
	Pictures				
	🛃 Videos	~ <		>	
	File nar	ne:	~ Rich Text Fo	rmat ~	
4 Attachment		·	Open	Cancel	



## Settings



In the settings you are able to send the email to unique email addresses only, therefore a parent with two member, would only receive the email once.

Send Unique Emails Only

