



## TOURNAMENT ORGANISERS: HOW TO EMAIL PREVIOUS EVENT ENTRANTS

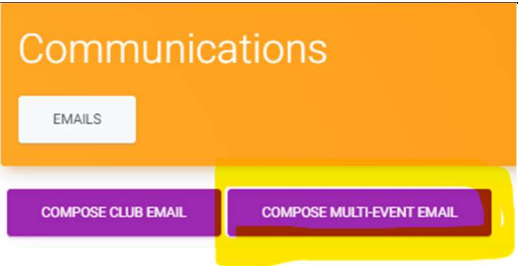
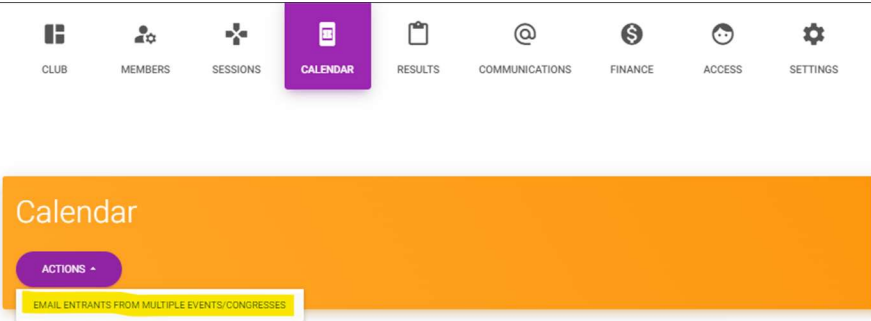
Having listed an event in the calendar you may wish to promote it by emailing prospective entrants.

This can be done via a “Multi-event” email – i.e. select multiple congress / event combinations and email the entrants from those events. This enables a club to, for example:

- Email entrants to a particular event or congress over the last few years – perhaps to encourage them to come to the current year’s running of that event.
- Email entrants to a number of events or congresses run over a period of time – perhaps to encourage them to come to other events you are running.

This function is not carried out from within the Event itself; instead it is part of the general Communications function for a club.

There are two ways this sort of email can be initiated from within the Club Admin menu:

The Compose Multi-Event Email button on the Communications page:	An action on the Calendar page:
 A screenshot of the 'Communications' page. The page has an orange header with the word 'Communications' in white. Below the header is a white box labeled 'EMAILS'. At the bottom, there are two purple buttons: 'COMPOSE CLUB EMAIL' and 'COMPOSE MULTI-EVENT EMAIL'. The 'COMPOSE MULTI-EVENT EMAIL' button is highlighted with a yellow border.	 A screenshot of the 'Calendar' page. The page has an orange header with the word 'Calendar' in white. Below the header is a purple button labeled 'ACTIONS -'. Below that is a yellow box containing the text 'EMAIL ENTRANTS FROM MULTIPLE EVENTS/CONGRESSES'. Above the header is a navigation bar with icons for CLUB, MEMBERS, SESSIONS, CALENDAR (highlighted in purple), RESULTS, COMMUNICATIONS, FINANCE, ACCESS, and SETTINGS.

This then brings up a tree structure listing of all the organisation's events and congresses and enables them to be ticked or unticked to include entrants from the ticked events/congresses. Alternatively you can select a date range and all congresses within that range will be selected.

The screenshot shows a web interface for selecting events. At the top, there are four tabs: '1. SELECT EVENTS' (active), '2. REVIEW RECIPIENTS', '3. EMAIL OPTIONS', and '4. EMAIL CONTENT'. Below the tabs, there is a 'Select all' checkbox, 'Start' and 'End' input fields, and a 'SELECT DATE RANGE' button. The main area displays a tree structure of events:

- Fantasy Annual Congress (Series of 2) [Hide]
  - Our Big Congress (2023) [Hide]
    - Welcome Pairs
    - Restricted Teams
    - Open Teams
  - Our Big Congress (2024) [Hide]
    - Welcome Pairs
    - Restricted Teams
    - Open Teams
    - Individual
  - Easter Madness (2021) [Hide]
    - Welcome Pairs
    - Open Teams

At the bottom, there are 'CANCEL' and 'NEXT STEP' buttons.

Once this selection has been finalised, you then proceed to the next step of being able to review the recipient list and, if required, amend it.

This is part of a generic workflow to create and send a batch email in My ABF.

This workflow consists of up to 4 steps:

The screenshot shows a horizontal bar with four steps: '1. SELECT EVENTS', '2. REVIEW RECIPIENTS', '3. EMAIL OPTIONS', and '4. EMAIL CONTENT'. The first step is highlighted in grey, while the others are in blue.

1. Select events
2. Review recipients (add, amend, etc)
3. Email options (template, reply to address, from name)
4. Email content (subject, text, attachments, etc)

You can use the Previous Step and Next Step buttons to move between the steps or click directly on the buttons across the top to move to that step.

It is also possible to open multiple My ABF browser tabs so that you can keep an email in a draft state in one tab, while fixing up other things elsewhere. Be careful if you do this to refresh the page to update it for changes that may result from actions you have taken elsewhere.

The Club Administration User Guide contains more details (section 10).

## More information?

If you want more information about the system or help with a particular area there are several sources of information you can use:

### Accessed from My ABF support screen

#### 1. Frequently Asked Questions

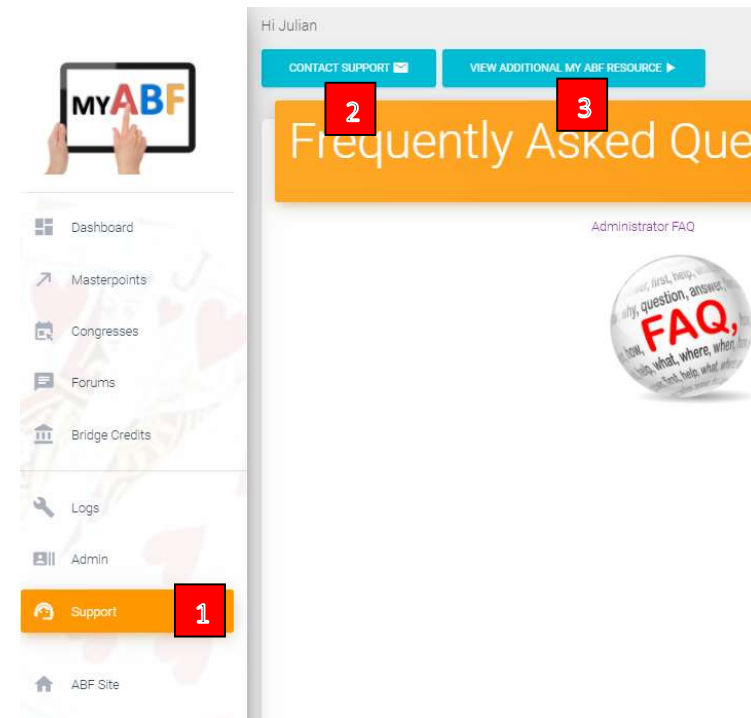
Select the Support main menu item and browse through the various sections of Frequently Asked Questions.

#### 2. Contact My ABF Support

Email My ABF support directly using the left hand link at the top of the Support screen.

#### 3. View the “My ABF Resources” webpage

Access this page using the right hand link at the top of the Support screen. This contains assorted “How to” guides for various functions in My ABF as well as YouTube videos



### External to My ABF

#### 4. View the “My ABF Resources” webpage

This can also be accessed directly at <https://www.abf.com.au/member-services/my-abf-resources/>

#### 5. Videos

There are assorted videos on this YouTube channel: <https://www.youtube.com/channel/UCZPuvivkdbzl4kg-cwxQuNQ>