



**Sportzware
Communicator
User guide**



Technology for Champions

www.sportingpulse.com

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Communicator

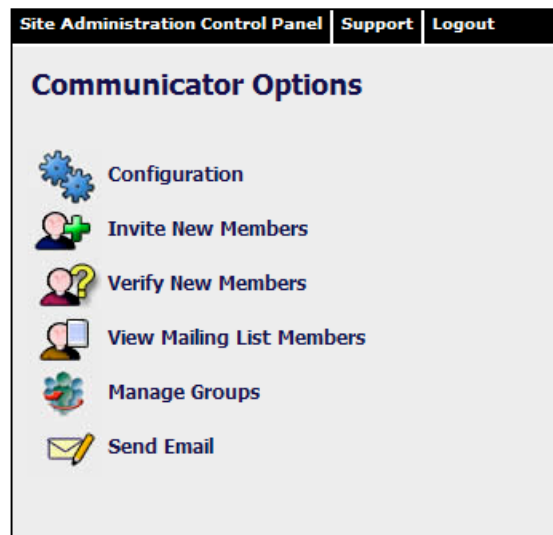
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COMMUNICATOR

The new Sportzware Communicator provides association, club and team website administrators with a simple to use and efficient means of communicating with their members.

To use the communicator, click on the communicator logo on the Site Administration Control Panel. This will take you to the 'Communicator Options' page. This is the main screen from which you manage your Communicator options.



1.1 Configuration

The Configuration option screen allows you determine how Communicator will work for you and your members. There are a few simple options to choose from.

- If you tick the 'Automatically verify members...' check-boxes, then members are automatically added to the mailing list. If you do not tick these check boxes, the new members' details will be sent to the 'Verify New Members' section of the Communicator for you to verify before they are added to the mailing list.
- The Welcome Message will be sent via email to new members of your mailing list. Make sure that you tailor this message to suit your intended recipients.

Site Administration Control Panel | Support | Logout

Mailing List Configuration

Once you are finishing changing the options below, press the save button.

- Allow members to invite other people to join the mailing list.
- Automatically verify members that join themselves via the website.
- Automatically verify members that are invited by other members or by yourself.

Welcome Message:

```
Communicator Test ...

Thanks for joining the mailing list for the Eastern Football
League (on devel).
```

Save

1.2 Invite New Members

Inviting new members is as simple as entering their email addresses. You can send multiple invites (either by typing them in directly or by cutting and pasting from elsewhere). You need to ensure that all email addresses are separated by a comma. Your invite email can be configured to say whatever you wish by editing the outgoing message box.

Site Administration Control Panel | Support | Logout

Invite New Members

To invite new members to join this mailing list fill in the email address box and edit the outgoing message. Once you are finished, press the 'Send Invitation' button.

Enter email addresses separated by commas (,):

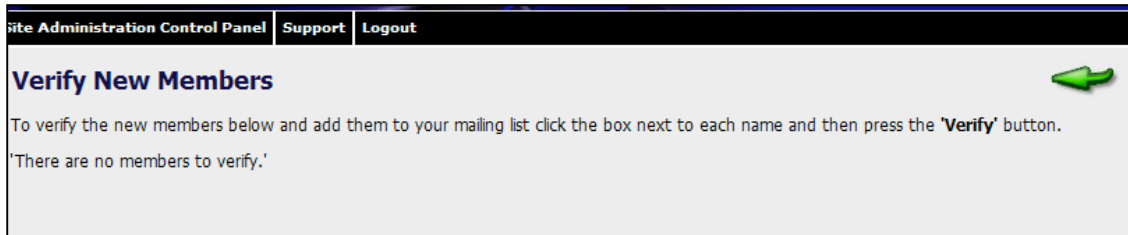
Message: You can edit the outgoing message by clicking in the box below.

```
The Eastern Football League have invited you to join their mailing list.
```

Send Invitation

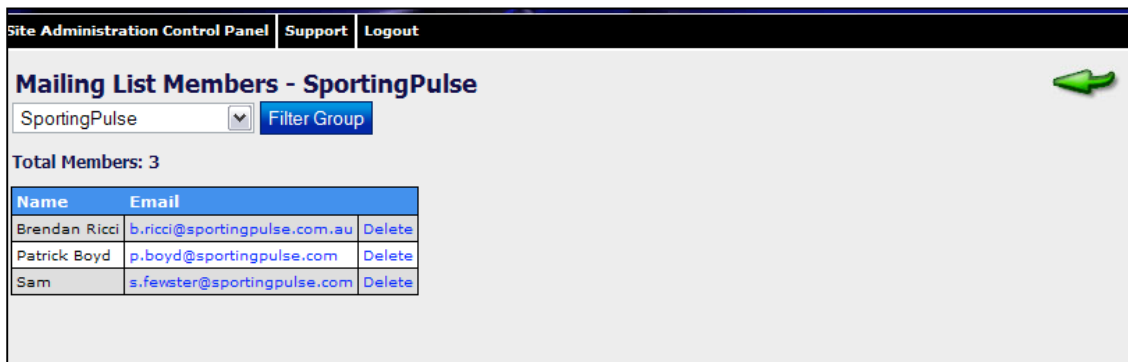
1.3 Verify New Members

If you have configured Communicator to verify new members (by not ticking the relevant boxes in the in the Configuration section), you will need to come to this screen to 'activate' them.



1.4 View Mailing List Members

By clicking on the 'View Mailing List' option you will be able to see your entire mailing list, or the groups that you have created. You can email individuals from here, simply by clicking on their email address. You can also see how many members are subscribed in total and in each group.



1.5 Manage Groups

Managing Groups is easy. To create a new group:

1. Type in the group name and click the 'Add New Group' button.
2. To add or subtract members from any group, click on the 'Manage Members' link for the group you wish to amend.
3. The next screen will then allow you to select or remove members from this group.

Site Administration Control Panel		Support	Logout
Mailing List Groups			
Group Name			
SportingPulse		Manage Members Rename Delete Group	
Add a new group			
Fill in the box with the new group name and then press the save button.			
Group Name: <input type="text"/>			
<input type="button" value="Add New Group"/>			

1.6 Send Email

To compose an email message, you just need to select who you are sending it to and then write the message. A message can be sent to the entire mailing list or one of your created groups, eg. Committee. The message editor (WYSIWYG) makes it simple to format your message and even include tables or links as you may require.

Site Administration Control Panel		Support	Logout
Compose New Message			
To send a new message to your mailing list:			
<ol style="list-style-type: none"> 1. Choose who are going to send it to, all members or a group. 2. Enter the subject 3. Type the message (it is suggested that you don't copy and paste from Microsoft Word) 4. Press Send Message button 			
Who are you sending to?			
All Members - No Group <input type="button" value="v"/>			
Subject			
<input type="text"/>			
Message			
<div style="border: 1px solid #ccc; padding: 5px;"> format font size B <i>I</i> <u>U</u> S link unlink list ul ol table insert undo redo </div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div>			
<input type="button" value="Send Message"/>			

1.7 Add a Mailing List link to your Website

A 'Join Mailing List' link will appear in the Content Manager section of the Website Editor. You can 'hide' or 'activate' this section using the 'Hidden Sections' box. Remember to click on the 'Save/ Update' button to save your changes.



1.8 View all your Mailing List Subscriptions

mySport members (mySport membership is required in order to join any mailing list) will have a mailing list tab which will allow them to see all of the mailing lists that they have joined. In the Communicator configuration section (page 42) you can choose to 'allow members to invite other people to mailing list'. If this option is allowed, members can invite others to join the mailing list from their mySport page.

To log into your mySport page, go to www.sportingpulse.com and click on 'Enter mySport'.

