



OXTED & LIMPSFIELD CRICKET CLUB

How to communicate to members through the Oxted and Limpsfield Cricket Club website

This guide is designed for administrators, it will show you how to communicate to groups of members via the website messaging tool. Only Webmasters may communicate to the whole club, if you would like to send a message to the whole club please contact [Keith Tushingham](#).

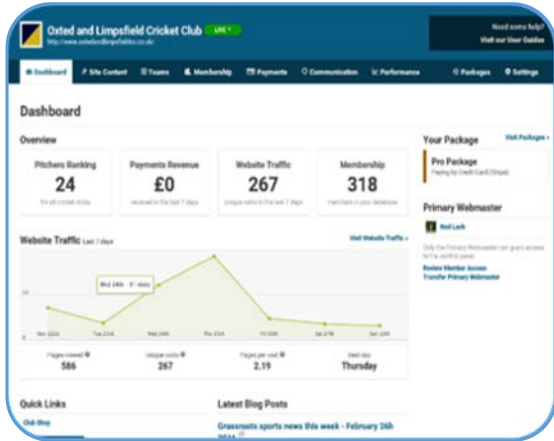
You will need to access the administration portal of the website, if you are unsure how to do this check the Logging In to Admin user guide.

 www.oxtedandlimpsfieldcc.co.uk

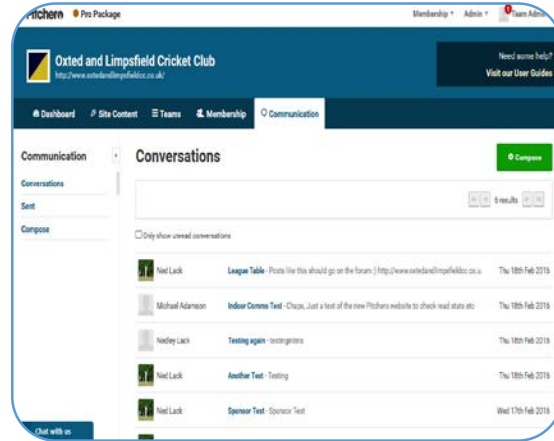
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 Oxted & Limpsfield Cricket Club

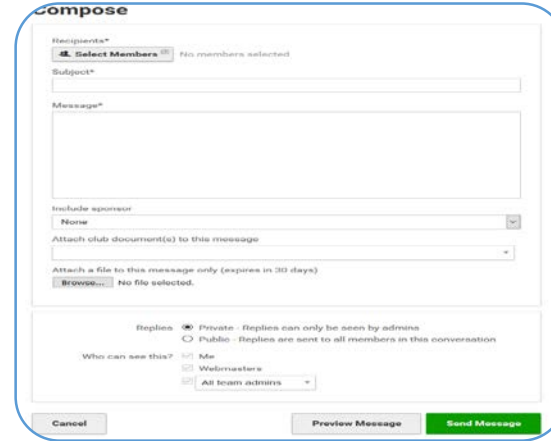
Communicating to groups of members



One the navigation bar (dark blue) click the “Communication” link



Click on the green “Compose” button

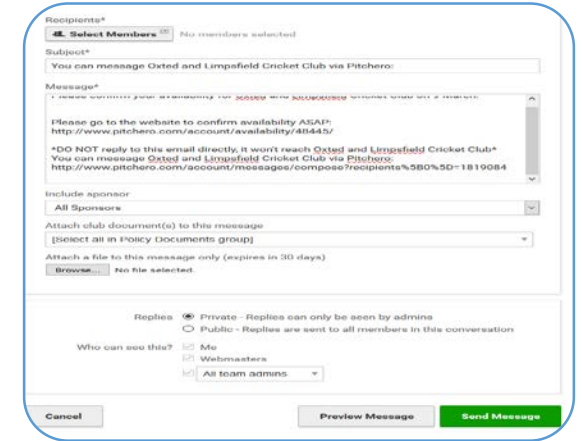


This will take you to compose message screen

Fill in the form and select the members you would like the message to go to

You can preview the message by clicking the “Preview Message” button

Use the table on the next slide to understand all of the fields



Once you are happy with the message click the green “Send Message” button

Communicating to groups of members

Field	Options	What does this field do?	Required?
Select Members	Click Button	Pops up a module where you can select the members you would like the message to go to, use the filter options on the right hand side of the popup to filter the list, to select a member click the checkbox to the left of their name.	Yes
Subject	Single Line of Text	This will be the subject to the message that will be sent	Yes
Message	Paragraphs of Text	This will be the main body of text of your e-mail	Yes
Include sponsor	Drop Down List	Images of sponsor logos can be added to the bottom of the e-mail, please select the ALL SPONSORS one, this will add all of the sponsors logos to the e-mail.	No
Attach club documents to message	Drop Down List	You can attach any pre-uploaded club documents to the message here	No
Attach another file	File Browser	You can attach any file to the e-mail here	No
Replies	Private/Public	Private messages mean only you, the sender and webmasters can see the replies. Public means that anyone who receives the message can see all replies	Yes
Who Can See This	Dependant on User Level	Depending on your user level you are able to select which admins have access to this message	No