

GENERATING A SIGN ON CAMPAIGN

Centres have the ability to send emails to their members throughout the season; this is referred to as a campaign in the Sports TG System.

Centres would use this function to email members their sign on details as well as the member's username to re-register online at the start of the season.

Exporting a report of last season's athletes

You will need to make sure that any athletes that have aged out of Little Athletics have been made inactive. If your Centre uses family subscriptions then you will need to identify the primary members, so that families don't receive multiple emails.

To export a report you will need to go to MEMBERS>EXPORT>ALL MEMBERS and select NEXT.

Home Website **Members** Registration Fees Shop TicketDesq Events Registrations Tools Administration SportsTG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Single Member
All Members

Export - All Members

Selection

Export Template:

Filter

Member Status: All Inactive Active Online Pending

Financial Status: All Unfinancial Financial

Then select export and an Excel spreadsheet should appear with your athlete's information

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Export - All Members

Remove the information that you don't require from the spreadsheet, so that you're only keeping the information that you need.

If your Centre is looking to identify which members have aged out of Little Athletics use the sort by column option in Excel

If your Centre uses the family subscription and needs to identify primary members then you will need to go to the primary column and any athlete with a number in this column, is the primary member of the family.

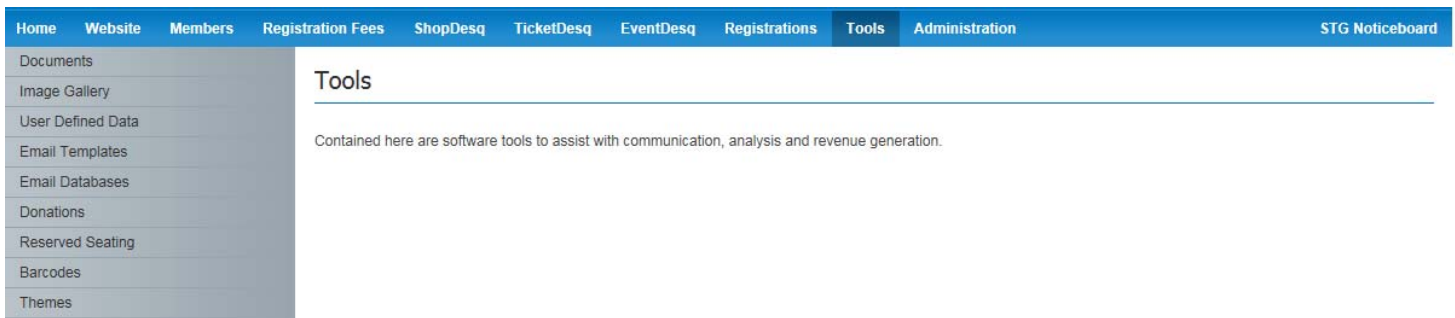
First Name	DOB	Gender	Financial Date	Status	Add Date	Edit Date	Primary
Lola	22-May-09	Female	30-Apr-17	Active	22-May-15	1-May-17	0
Ashlee	1-Feb-06	Female		Active	23-Feb-16	22-Jul-16	0
Maddi	13-Jun-03	Female		Active	25-Jul-16	16-Aug-16	8829333
Zoe	22-Apr-09	Female		Active	25-Jul-16	25-Jul-16	0
Harley	6-Jun-03	Male		Active	6-Jun-17	6-Jun-17	0
Ava	22-Sep-05	Female	30-Apr-17	Active	27-May-16	9-Sep-16	8583278 8583279 8583280 8583281 8583282
Percy	15-Sep-03	Male	30-Apr-16	Active	27-May-15	1-May-16	7979865

Set the spreadsheet aside for now because you will need to refer to it a bit later.

Creating a Template

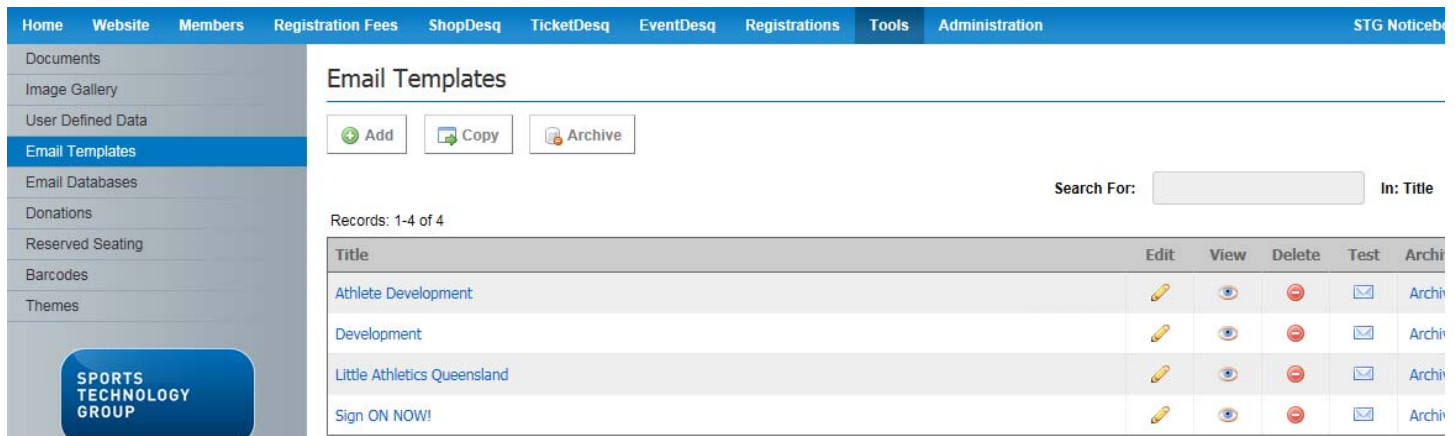
A template message will need to be created by your Centre.

To set up your Centres template you will need to go to TOOLS.



The screenshot shows the 'Tools' page in a web application. The top navigation bar includes 'Home', 'Website', 'Members', 'Registration Fees', 'ShopDesq', 'TicketDesq', 'EventDesq', 'Registrations', 'Tools' (highlighted), and 'Administration'. On the right side of the navigation bar is 'STG Noticeboard'. A left sidebar contains a list of menu items: Documents, Image Gallery, User Defined Data, Email Templates, Email Databases, Donations, Reserved Seating, Barcodes, and Themes. The main content area is titled 'Tools' and contains the text: 'Contained here are software tools to assist with communication, analysis and revenue generation.'

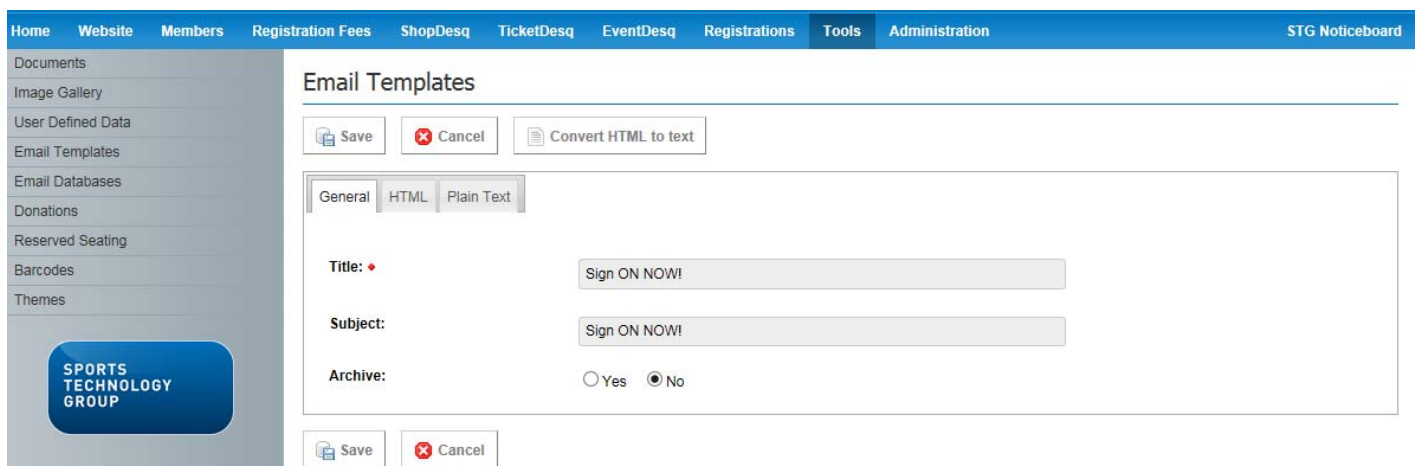
You will then need to select email templates and then select add.



The screenshot shows the 'Email Templates' page. The top navigation bar is the same as in the previous screenshot, with 'Tools' highlighted. The left sidebar is also the same, with 'Email Templates' highlighted. The main content area is titled 'Email Templates' and features three buttons: 'Add', 'Copy', and 'Archive'. Below these buttons is a search bar with the text 'Search For:' and a search icon, and a label 'In: Title'. Below the search bar, it says 'Records: 1-4 of 4'. A table lists four email templates:

Title	Edit	View	Delete	Test	Arch
Athlete Development					
Development					
Little Athletics Queensland					
Sign ON NOW!					

Then insert a title and subject heading, you can have the same heading in both the subject and title fields.

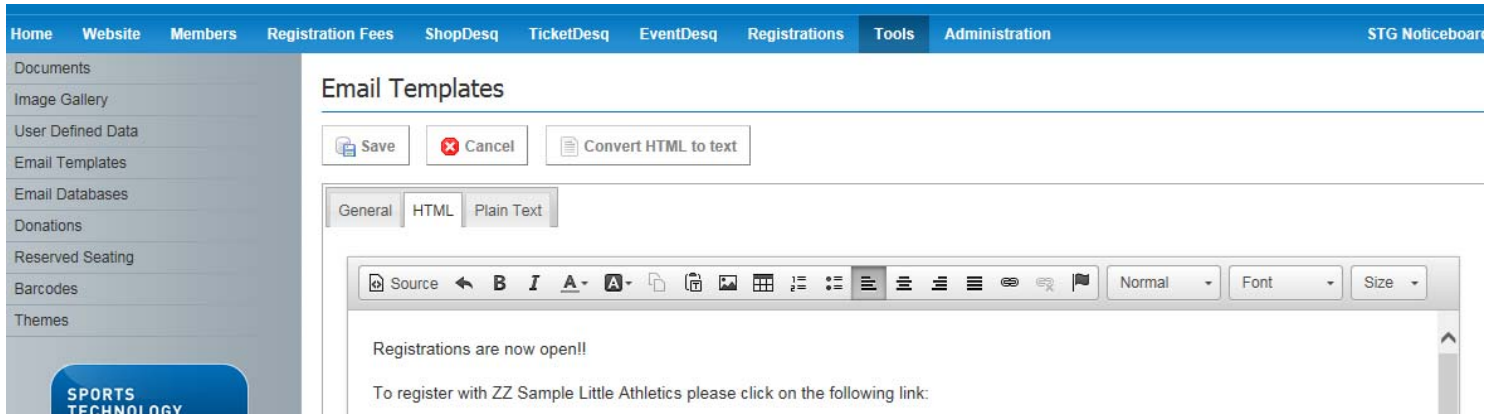


The screenshot shows the 'Email Templates' page with the 'Add' button clicked, opening a form. The top navigation bar is the same, with 'Tools' highlighted. The left sidebar is also the same, with 'Email Templates' highlighted. The main content area is titled 'Email Templates' and features three buttons: 'Save', 'Cancel', and 'Convert HTML to text'. Below these buttons are three tabs: 'General' (selected), 'HTML', and 'Plain Text'. The form has three fields: 'Title' with a dropdown arrow and the text 'Sign ON NOW!', 'Subject' with the text 'Sign ON NOW!', and 'Archive' with radio buttons for 'Yes' and 'No' (selected). At the bottom of the form are 'Save' and 'Cancel' buttons.

The system supports both HTML AND PLAIN TEXT versions of the email template.

If your members email account can read HTML, they will see a HTML version; if they can only accept plain text they will see the plain text version. Centres always need to ensure that both the HTML and plain text version are completed when sending an email.

Click the HTML tab to insert the content for the email that you are going to send out to your members.



For Centres that are looking to send out an email to members for re-registration you can use the following text and alter it to suit your Centre's needs (You must keep the information in red):

Registrations are now open!!

To register with ZZ Sample Little Athletics please click on the following link:

<https://memberdesq.sportstg.com/index.cfm?fuseaction=main&OrgID=4326>

If you have your username and password, please select login on the toolbar and proceed to register.

If you don't have your username, it has been listed below:

Username: MEMBERUSERNAME

If you don't have your password you will need to reset it by selecting login on the toolbar and select "Forgot Password". Your email address and username will be required to retrieve your password.

If you have any difficulties please contact Little Athletics Queensland

Phone: (07) 3892 9400

Email: info@laq.org.au

The merge field for member passwords is no longer able to be sent to members due to upgrades in the SportsTG system.

Members that have forgotten their password will need to select the "forgot password" button and reset their password.

Once you have completed your email template you will need to copy the content of your HTML version and paste it into the PLAIN TEXT version. Any differences in font size, bolding or other formatting will be removed.

The spacing and headings may need to be spaced and capitalised to ensure readability for your members.

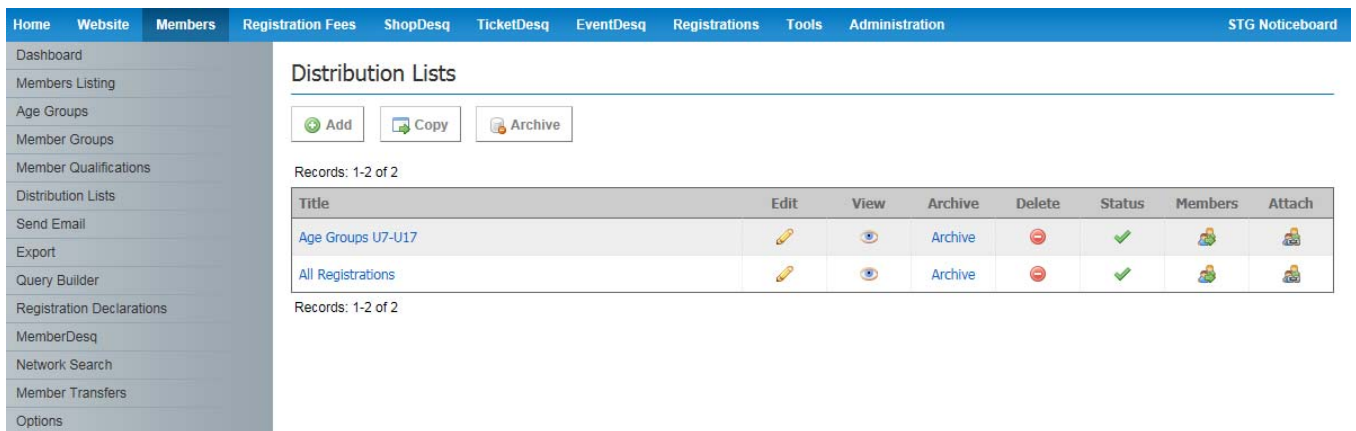
You will then need to select save.

Creating a distribution list

Now that the template has been completed, your Centre will need to create a distribution list of your members before the email can be sent.

To create a distribution list you will need to go to members on the top tool bar and select distribution list from the menu on the left hand side.

Then select add.



The screenshot shows the 'Distribution Lists' management interface. At the top, there is a navigation bar with 'Members' selected. Below the navigation bar is a sidebar menu with 'Distribution Lists' highlighted. The main content area displays a table of distribution lists. The table has columns for Title, Edit, View, Archive, Delete, Status, Members, and Attach. Two records are shown: 'Age Groups U7-U17' and 'All Registrations'. Both records have a status of 'Active' and a 'Members' count of 1. The 'Age Groups U7-U17' record has 1 member, and the 'All Registrations' record has 1 member. The page also includes an 'Add' button and a 'Copy' button.

Title	Edit	View	Archive	Delete	Status	Members	Attach
Age Groups U7-U17			Archive		Active	1	
All Registrations			Archive		Active	1	

Complete all relevant fields for the new “Distribution List”. All fields marked with a red asterisk are required fields and must be completed.

If Member Access is set to yes, then members will be able to subscribe or unsubscribe from the list when they click the unsubscribe button in any email sent from your Centre. Console Auto Add means that any members added through the Management Console will automatically be added to that Distribution List.

Once all fields have been completed, click save.

Home Website Members Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
Export
Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Member Search:
For:
In: Name

Distribution Lists

Title:

Detail:

Console Auto Add: Yes No
Member Access: Yes No

Order:

You will need to ensure that you change the status of your distribution list to active

You will now need to attach members to the distribution list and you can do this by selecting attach member.

Home Website Members Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Distribution Lists

Records: 1-3 of 3

Title	Edit	View	Archive	Delete	Status	Members	Attach
Age Groups U7-U17			Archive				
All Registrations			Archive				
ZZ Centre List			Archive				

Records: 1-3 of 3

The following screen will appear once you select attach members. You will now need to refer to the spreadsheet information to select the athletes that you want to add to the distribution list. The filter section can be used to narrow down your options.

To add them click on their status to attach the member to the distribution list.

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Query Builder
Registration Declarations
MemberDesq
Network Search
Member Transfers
Options

Distribution Lists (Member Listing)

Listing

Filter

Member Status: All Inactive Active Online Pending

Financial Status: All Unfinancial Financial

Name: All Records A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Records: 1-2 of 2

Name	Status
Adam, Lola	
Adams, Ashlee	

Once you have finished attaching your members you are ready to send your email.

Sending an email to members

To send your members an email you will need to select members from the top toolbar and then select send email. You will then need to select "Distribution List". Select your distribution list and email template from the drop down menu.

You can filter which members receive the email based on their member status and financial status, then click next.

Home Website **Members** Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
All Members
Age Groups
Member Group
Member Query
Distribution List
Campaign Management
Export
Query Builder

Send Email - Distribution List

Selection

Distribution List: * ZZ Centre List

Email Template: Sign ON NOW!

Filter

Member Status: All Inactive Active Online Pending

Financial Status: All Unfinancial Financial

Next

Centres need to ensure all the required fields are completed and once this has been done, select generate campaign.

Home Website **Members** Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
All Members
Age Groups
Member Group
Member Query
Distribution List
Campaign Management
Export
Query Builder

Send Email - All Members

General HTML Plain Text

Campaign Title: SIGN ON

Sender Name: ZZ Sample Little Athletics Centre

Sender Email Address: info@gmail.com

Subject: Sign ON NOW!

Previous Generate Campaign

Then select manage campaign.

Home Website **Members** Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
All Members
Age Groups
Member Group
Member Query
Distribution List
Campaign Management

Send Email - All Members

Your email message request has been added to campaign management.

Manage Campaign

Once you're in campaign management select send.

Home Website **Members** Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
All Members
Age Groups
Member Group
Member Query
Distribution List
Campaign Management

Campaign Management (Not Started)

Not Started Incomplete Complete

Records: 1-1 of 1

Date	Title	Selected	Dups	Sent	Dups	Send	Info	Delete
11-Apr-2016	SIGN ON	13	0	0				

Records: 1-1 of 1

Select complete at the top of the screen to view the success of your campaign.

Home Website **Members** Registration Fees ShopDesq TicketDesq EventDesq Registrations Tools Administration STG Noticeboard

Dashboard
Members Listing
Age Groups
Member Groups
Member Qualifications
Distribution Lists
Send Email
All Members
Age Groups
Member Group
Member Query
Distribution List
Campaign Management

Campaign Management (Complete)

Not Started Incomplete Complete

Records: 1-2 of 2

Date	Title	Sent	Hard	Soft	Open	Opt Out	Links	Info	Delete
12-Apr-2016	Development	10	0	0	0	0	∞	ⓘ	⊗
12-Apr-2016	Sign On	10	0	0	0	0	∞	ⓘ	⊗

Records: 1-2 of 2

Members will receive an email from your Centre (an example is listed below) with their username and password. They can then proceed to the LAQ website and re-register with your Centre.

Ignore X
Junk - Delete
Reply Reply All Forward More -
Meeting
Move to: ?
Team E-mail
Reply & Delete
Quick Steps
To Manager
Done
Create New
Rules -
OneNote
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related -
Select -
Zoom

From: ZZ Sample Little Athletics Centre <info@laq.org.au>
To: Info
Cc:
Subject: Sign ON NOW!

Sent: Tue 12/04/2016 2:39 PM

Registrations are now open!!

To register with ZZ Sample Little Athletics please click on the following link:
<https://memberdesq.imgstg.com/index.cfm?fuseaction=main&OrgID=4326>

You will then need to select login on the top toolbar and proceed to type in your username and password which can be found at the end of this email.

Once logged in, you will need to select login and proceed to register.

Your username and password information:

Username: 70IQZC58