

Game Management System

Competition Admin – How to email and send a memo to my clubs

Updated August 2022



**ENGLAND
HOCKEY**

How to send an email to club contacts

What is the difference between the Email and the Memo function?

Email- Allows you to send an email to the recipients directly to their email inbox

Memo – Allows you to post things on the system homepage for people to view when they enter the system.

When might you use the Email and Memo Function?

Email – To directly communicate with clubs on things that are urgent/ require an action.

Memo – Reminders, key links etc

Start at your homepage



David Elworthy

Logout

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Archive

Play



Home

Support Hub

InEx

Memberships

Contacts

Contact Availability

Membership Types

Subscriptions

Accreditations

Contacts Notes

Contact Levels

Contacts Fitness

Contacts Loyalties

To view your profile, click your name above left

Fixtures
Appointments
Send Notifications
Competitions
Comp Entrants
Appointments Req
Competition Times
Competition Fees
Clubs
Teams
Team contacts
Venues
Panels
Send eMails/Memos
View Memos
Submit expenses
Invoicing

Click to send emails/memos to users on the system

Click the emails and memo's button

Click to indicate you would like to send an email

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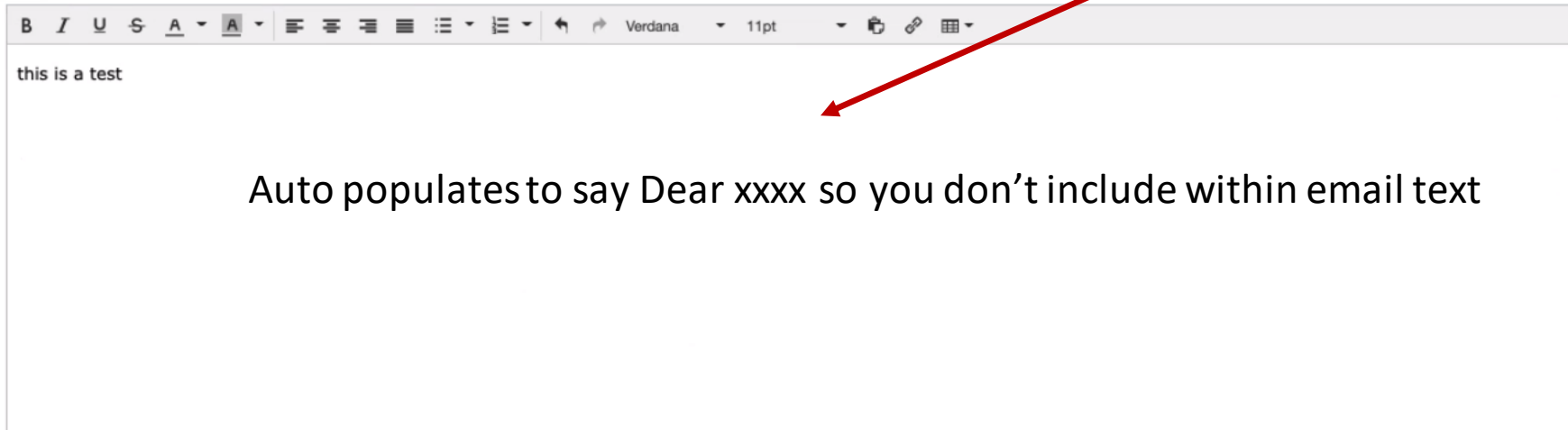
- Home
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- Contacts Fitness
- Contacts Loyalties
- Contacts Roles
- Contacts Panels
- Fixtures
- Appointments
- Send Notifications

Send As Email, Memo, Or Both		
Memo	<input type="checkbox"/>	
Email	<input checked="" type="checkbox"/>	
Both	<input type="checkbox"/>	

Subject:

B *I* U ~~S~~ A A [List Icons] [Link Icon] [Table Icon] Verdana 11pt

Input text




The screenshot shows an email composition interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), and other functions like undo, redo, font face (Verdana), and font size (11pt). Below the toolbar, the text "this is a test" is entered in the email body. A red arrow points from the "Input text" label to the text area.

Auto populates to say Dear xxxx so you don't include within email text

Add attachment: No file chosen

PLEASE NOTE ATTACHMENT FUNCTION IS
CURRENTLY NOT OPERATIONAL

Once finished - Choose Recipient group

[Logout](#)  [Clear Cookies](#) [Archive](#) ☐ [Play](#) ☐ [f](#)

Subject: test

Recipient group:

Association:

Select / deselect the recipients types for this email:

Roles
<input type="checkbox"/> Associate Member
<input type="checkbox"/> Club Admin
<input type="checkbox"/> Club Chairman
<input type="checkbox"/> Club Fixture Secretary
<input type="checkbox"/> Club Treasurer
<input type="checkbox"/> Club Umpire
<input type="checkbox"/> Club Umpire Contact
<input type="checkbox"/> Coach
<input type="checkbox"/> Membership Secretary
<input type="checkbox"/> Player

Pick your selection

<input type="checkbox"/> Player
<input type="checkbox"/> Umpire
<input type="checkbox"/> Umpire - Indoor
<input type="checkbox"/> Umpire - Outdoor
<input type="checkbox"/> Umpire - Young
<input type="checkbox"/> Umpire (Reserve)
<input type="checkbox"/> Appointer
<input type="checkbox"/> Asst. Umpire Manager - Indoor
<input type="checkbox"/> Asst. Umpire Manager - Outdoor
<input checked="" type="checkbox"/> Competition Admin
<input type="checkbox"/> Match Official Assessor
<input type="checkbox"/> Match Official Coach
<input type="checkbox"/> Match Official Mentor
<input type="checkbox"/> Match Official Trainee
<input type="checkbox"/> Selector
<input type="checkbox"/> Society Administrator
<input type="checkbox"/> Society Manager
<input type="checkbox"/> Society Treasurer
<input type="checkbox"/> Technical Appointer



Pick who you would like
to communicate with

Logout  Clear Cookies Archive ☐ Play ☐ 

Method	Recipient	Email
Email	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>

All done.



Confirmation of who you have sent it to

Examples of what emails look like

test



England Hockey GMS <noreply@englandhockey.co.uk>

To: David Elworthy

Dear David,

this is a test

GMS System

England Hockey

If you are experiencing difficulties with the system, please contact the GMS Support Team

Email: gms.support@englandhockey.co.uk

Game Management System

Competition Admin – How to send a memo to my clubs



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Start at your homepage



David Elworthy

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Home

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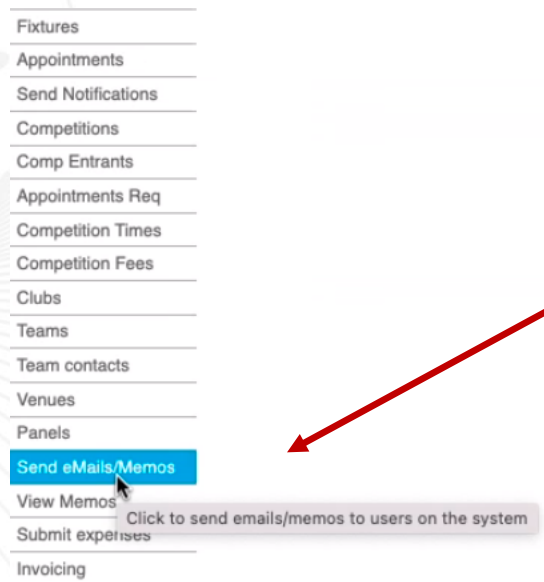
Contacts Notes

Contact Levels

Contacts Fitness


Contacts Loyalties

To view your profile, click your name above left



Click the emails and memo's button

Click Memo
Change Expiry date
Then add a subject

Send As Email, Memo, Or Both		
Memo	<input checked="" type="checkbox"/>	Expiry date: 14-09-2021 
Email	<input type="checkbox"/>	
Both	<input type="checkbox"/>	

Subject:

Ga
Competition



Subject:

How to do a memo

B *I* U ~~S~~ A **A** [Text Alignment Icons] [List Icons] [Undo] [Redo] Verdana 11pt [Insert Icons]

This is how to do a memo

Justify

Choose recipient group...

Add Text
Click to choose your recipient group

Subject: test

Recipient group:

Association:

Select / deselect the recipients types for this email:

Roles
<input type="checkbox"/> Associate Member
<input type="checkbox"/> Club Admin
<input type="checkbox"/> Club Chairman
<input type="checkbox"/> Club Fixture Secretary
<input type="checkbox"/> Club Treasurer
<input type="checkbox"/> Club Umpire
<input type="checkbox"/> Club Umpire Contact
<input type="checkbox"/> Coach
<input type="checkbox"/> Membership Secretary
<input type="checkbox"/> Player



Click to choose your recipient group

This is what a memo will look like on the recipient home screen

- Home
- Support Hub
- Contacts
- Contacts Panels
- Fixtures
- Competitions
- Comp Entrants
- Clubs
- Teams
- Venues
- Panels
- Logout



Hello Harriet,
You last logged in 14:21:20 - 02-09-2021 from ip address: 090.246.019.254.
A record is stored of all successful and unsuccessful login attempts. This record includes date, time and ip address. This information is stored for the purpose of helping prevent unauthorised access to the system.

To view your profile, click your name above left



Memos

Your unread memo(s):

Date/Time	Author	Subject	View
13-09-2021 13:37	David ELWORTHY	How to do a memo	View
13-09-2021 13:40	David ELWORTHY	This is how to do a memo	View
13-09-2021 13:41	David ELWORTHY	This is how to do a memo	View