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

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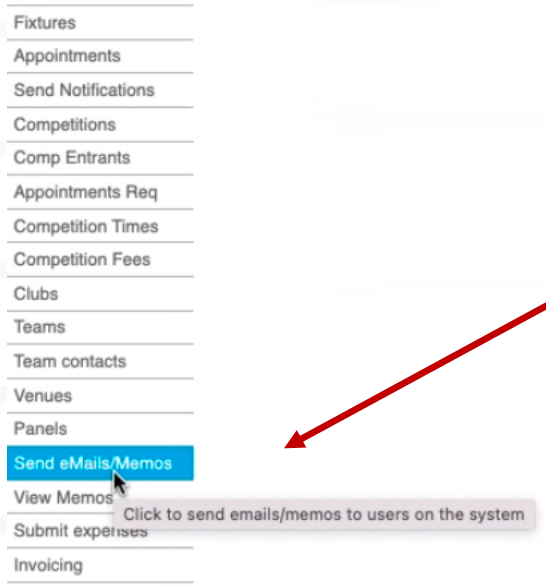
What is the difference between the Email and the Memo function?

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



Click the emails and memo’s button

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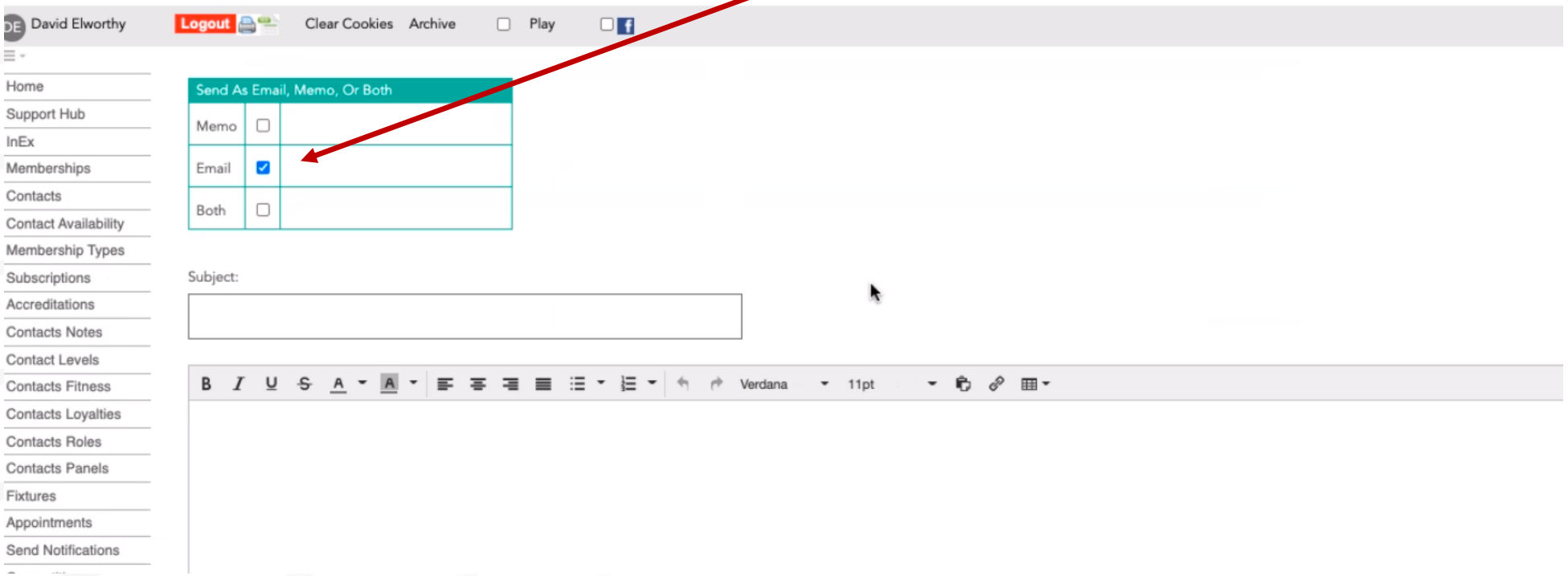
Click to indicate you would like to send an email



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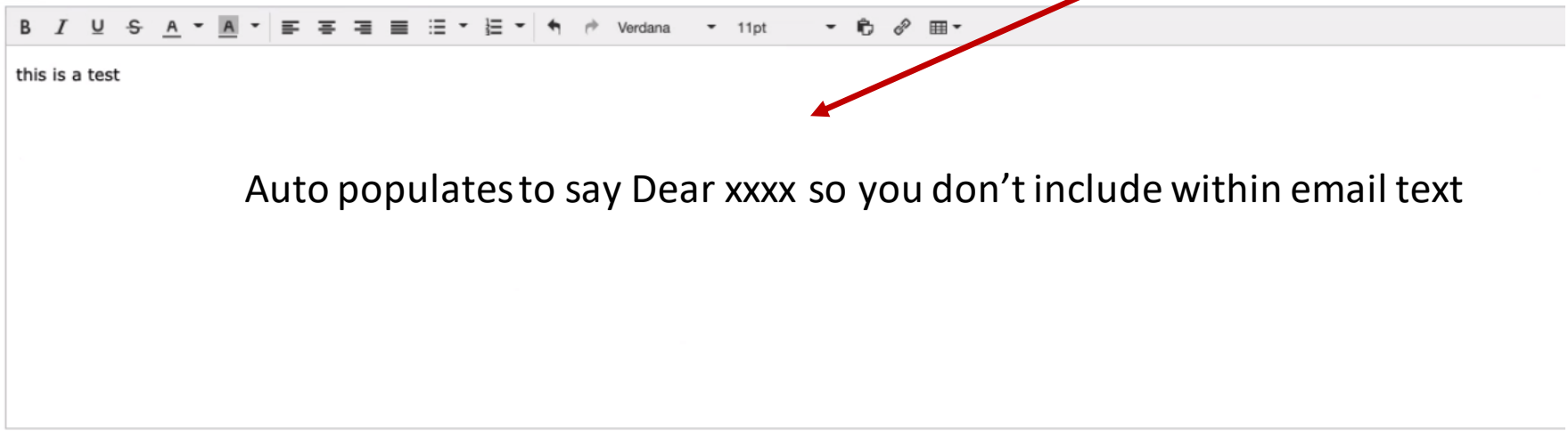
Input text



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

PLEASE NOTE ATTACHMENT FUNCTION IS CURRENTLY NOT OPERATIONAL

Once finished - Choose Recipient group

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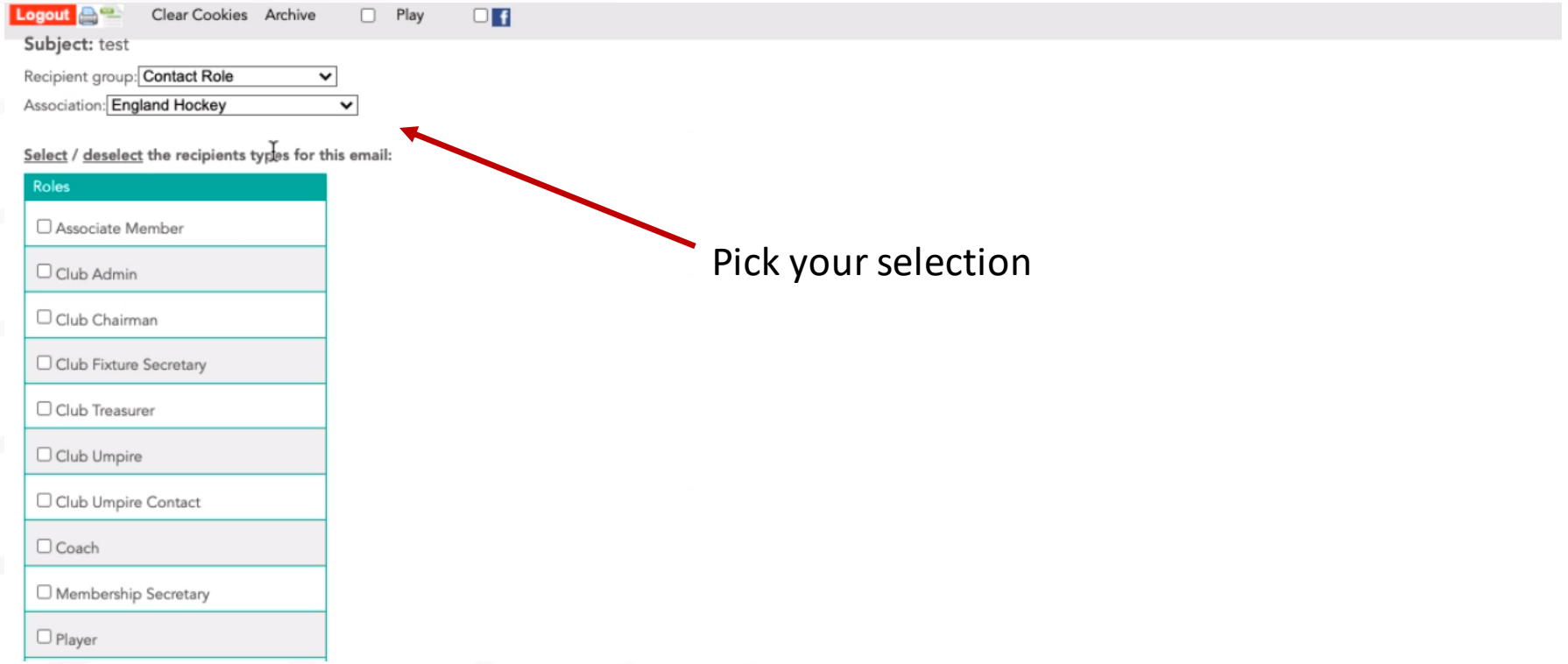

Pick your selection

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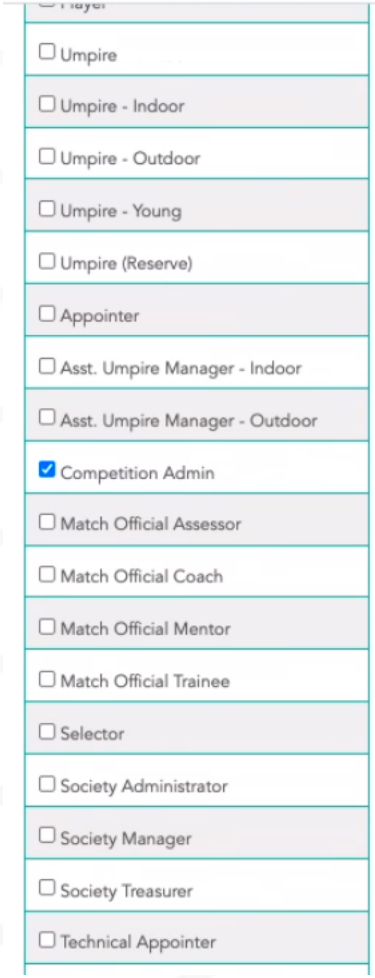

Pick who you would like to communicate with

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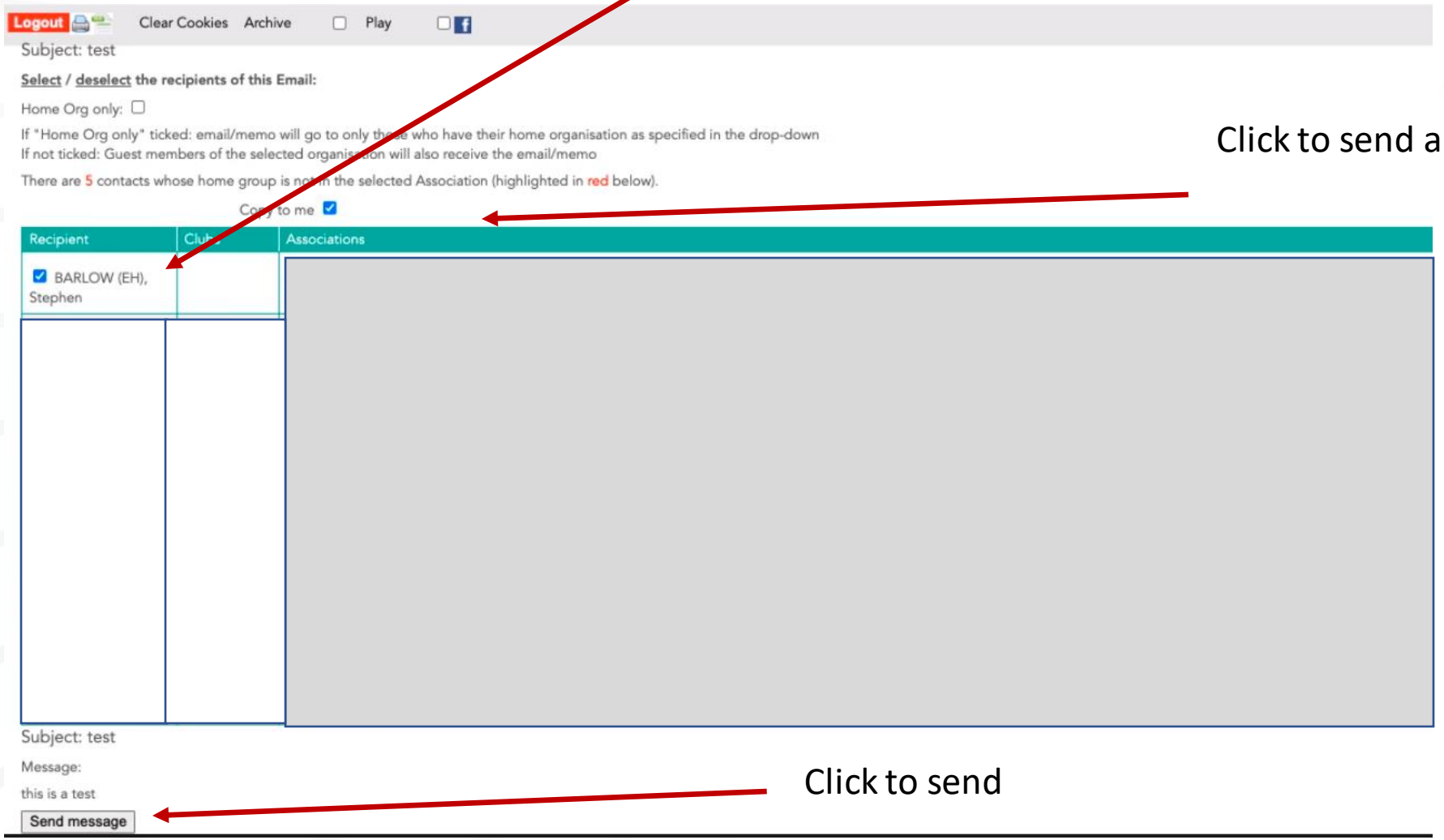
Click to remove or add anyone to the distribution list



Click to send a copy to yourself

Click to send

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Confirmation of who you have sent it to

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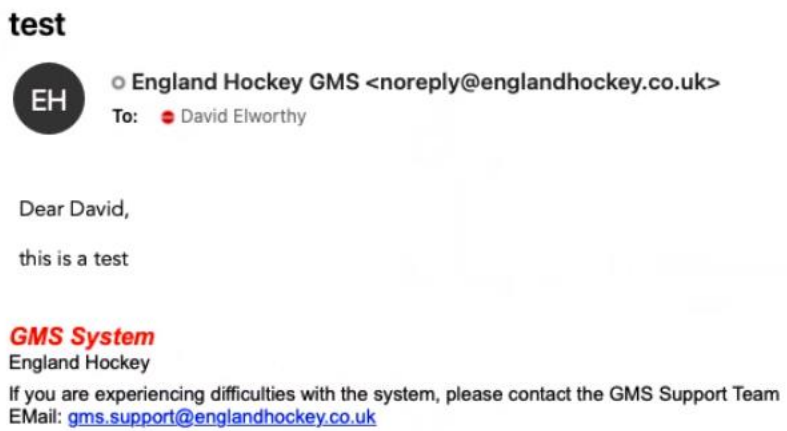
Examples of what emails look like



test

EH

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

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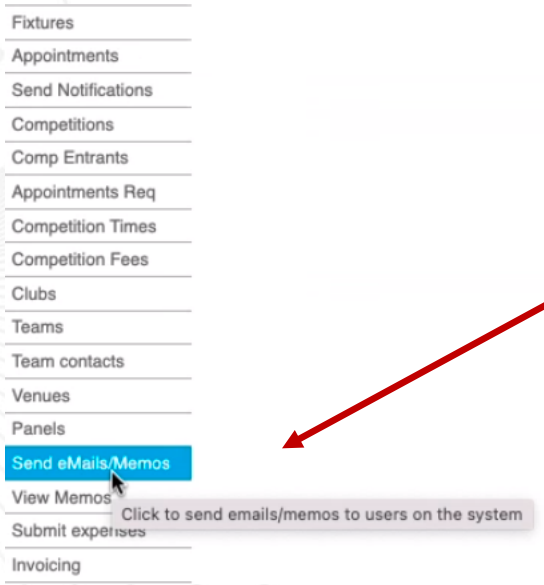
Start at your homepage



Click the emails and memo’s button

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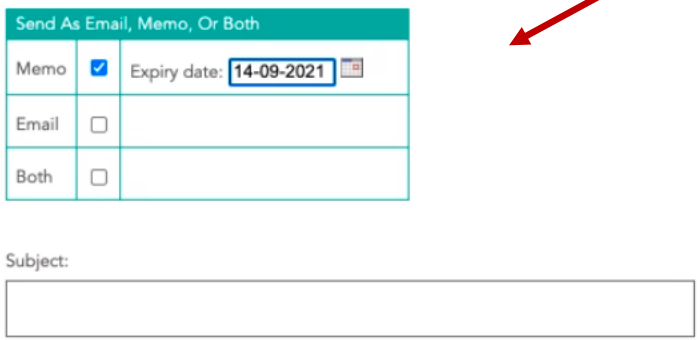
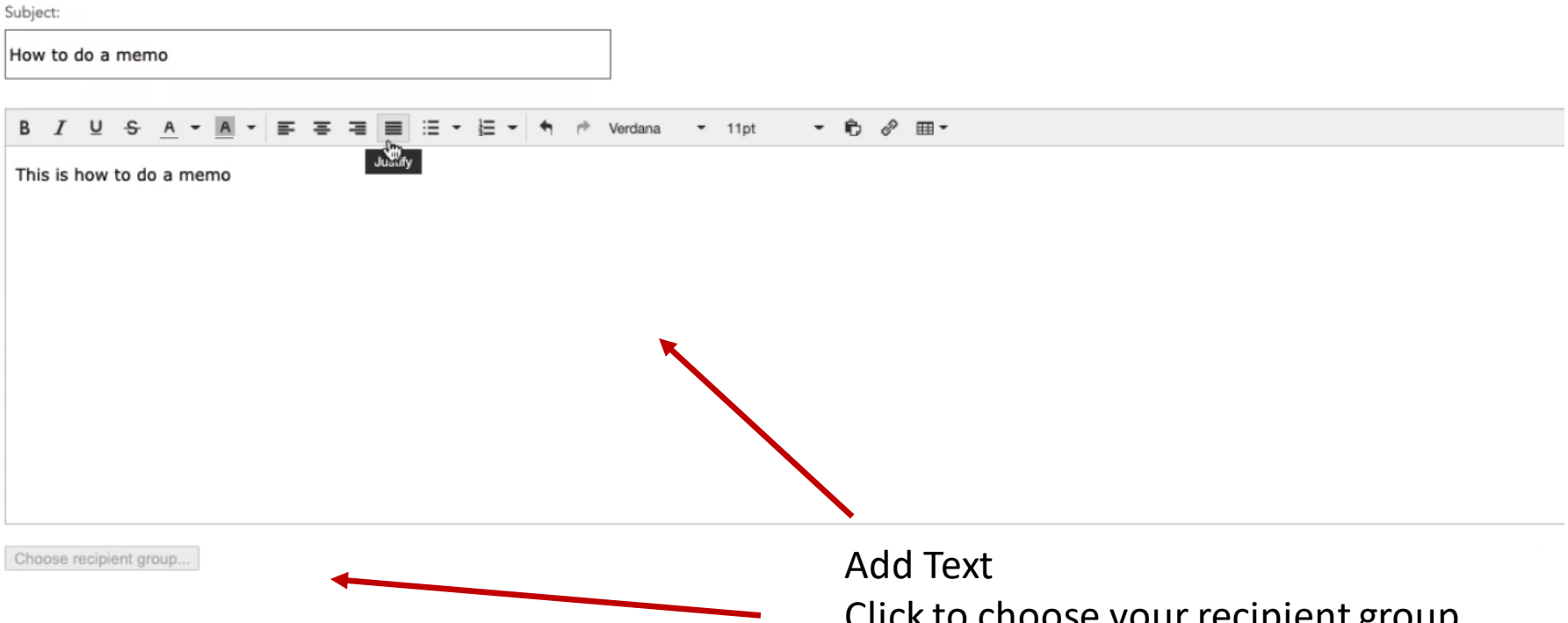
Click Memo
Change Expiry date
Then add a subject





Add Text

Click to choose your recipient group

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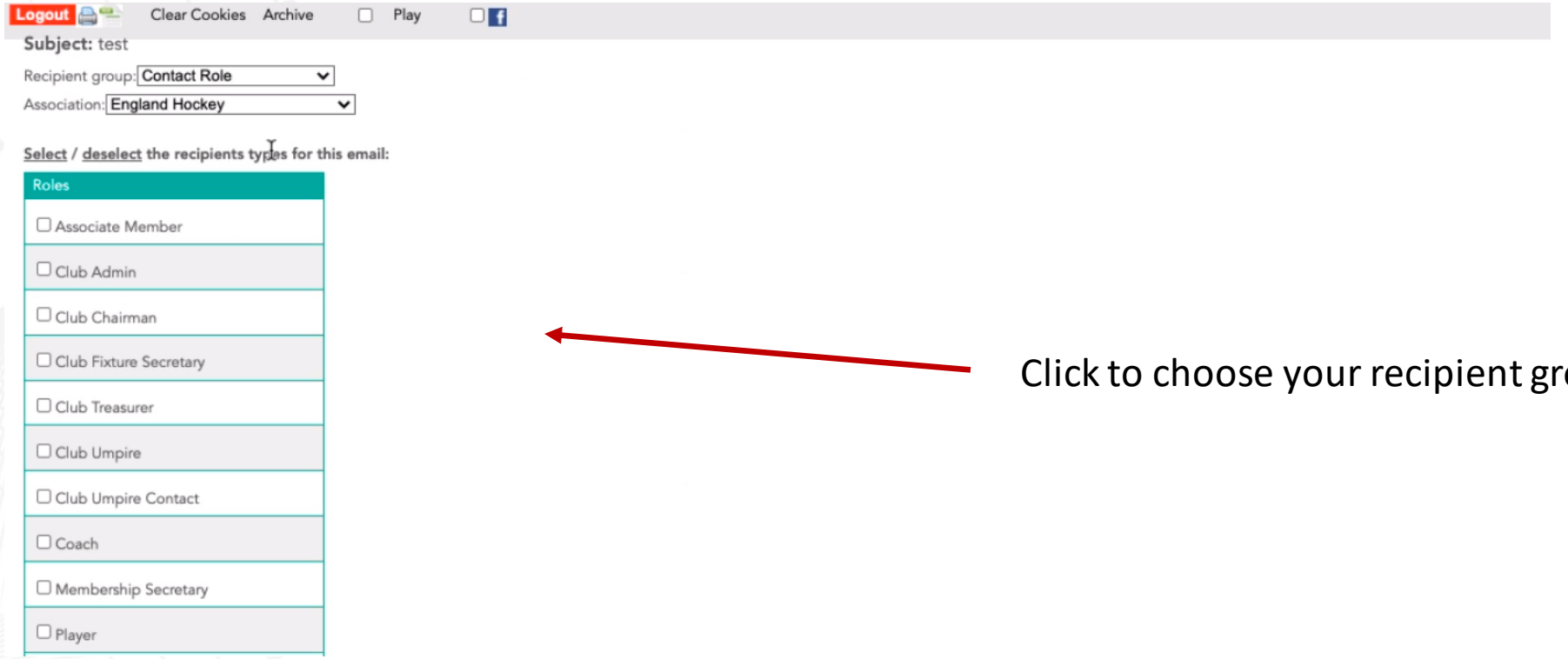

Click to choose your recipient group

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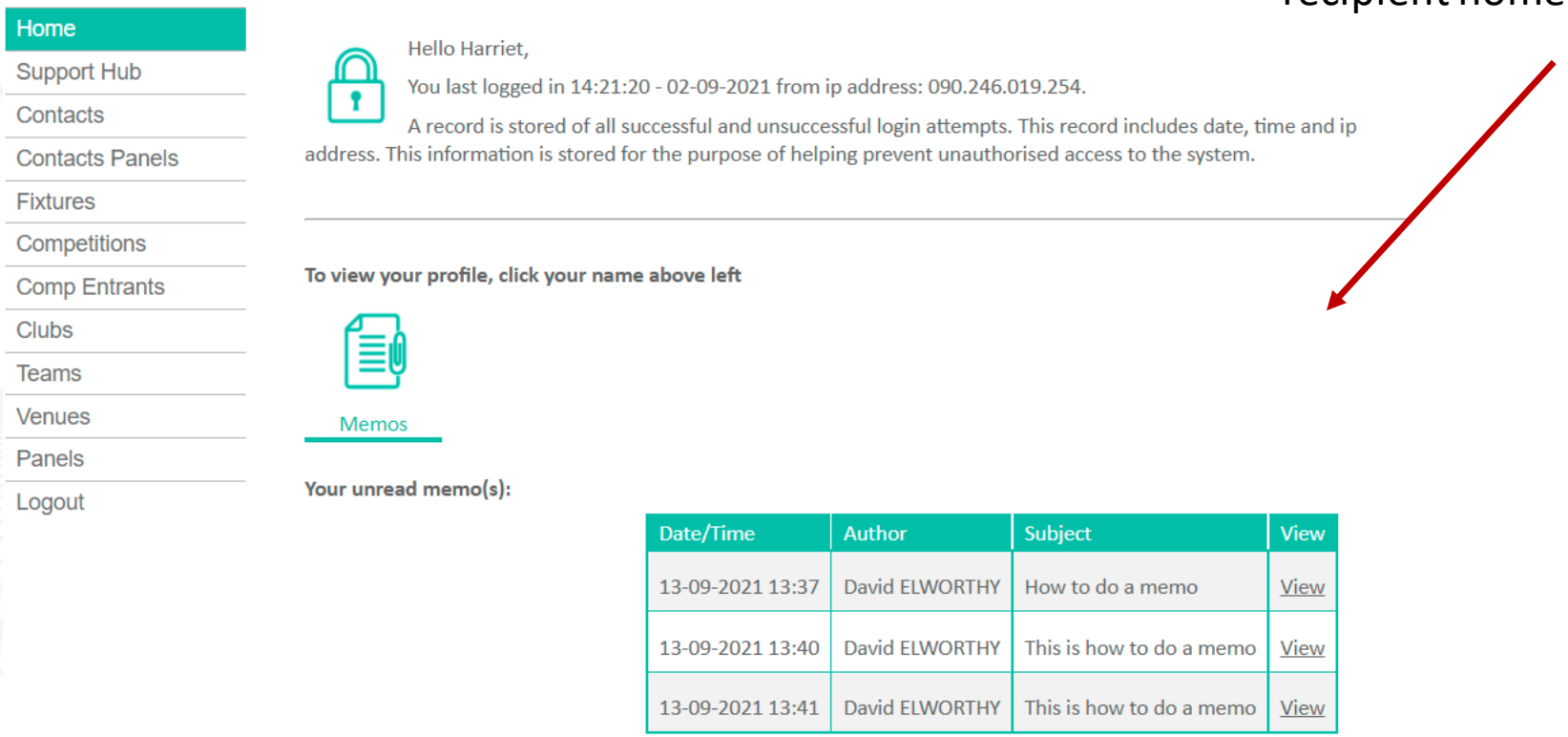
This is what a memo will look like on the recipient home screen



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