

Sending communication emails to those registered to an event, course, or programme

1

On your admin profile use the list on the left hand side and scroll down to 'Events Admin'.

Munster Cricket ▾

- Account
- Members ▾
- Clubs ▾
- Programmes
- Courses
- Competitions
- Events
- Charts ▾

Purchase History

Admin ▾

Queued Reports

Validation

Event Creation ▾

Events Admin ▲

Programmes

Courses

Courses Admin

Search

Remove All From Date: 2024-02-25 ×

ID	Name	Type	Date	Region	Organiser	On Platf
10	First Aid @ Cork	First Aid	10/03/2025	Cork	Liam Foulkes	YES
12	First Aid @ Limerick	First Aid	28/02/2025	Antrim	Liam Foulkes	YES

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TEST SITE (40)

2 Click 'Events Admin'.

The screenshot shows the 'Courses Admin' interface. On the left, a sidebar menu lists various options, with 'Events Admin' highlighted by a pink circle. The main content area displays a table of courses with columns for ID, Name, Type, Date, Region, and Organiser. Two courses are listed: 'First Aid @ Cork' (ID 10) and 'First Aid @ Limerick' (ID 12). Both have a 'YES' status in the 'On Platform' column. The page footer includes contact information for Cricket Ireland and a 'POWERED BY SPORT' logo.

ID	Name	Type	Date	Region	Organiser	On Platform
10	First Aid @ Cork	First Aid	10/03/2025	Cork	Liam Foulkes	YES
12	First Aid @ Limerick	First Aid	28/02/2025	Antrim	Liam Foulkes	YES

3 Click on Event, Course, or Programme.

This selection depends on the type of event you set up.

The screenshot shows the 'Courses Admin' interface. On the left, the 'Events Admin' menu is expanded, and the 'Courses' sub-item is highlighted with a pink circle. The main content area displays the same table of courses as in the previous screenshot. The page footer includes contact information for Cricket Ireland and a 'POWERED BY SPORT' logo.

ID	Name	Type	Date	Region	Organiser	On Platform
10	First Aid @ Cork	First Aid	10/03/2025	Cork	Liam Foulkes	YES
12	First Aid @ Limerick	First Aid	28/02/2025	Antrim	Liam Foulkes	YES

4

Your list of events, courses, or programmes will be displayed. Select the one relevant to you.

Courses Admin

Search

Remove All From Date: 2024-02-25

ID	Name	Type	Date	Region	Organiser	On Platform
10	First Aid @ Cork	First Aid	10/03/2025	Cork	Liam Foulkes	YES
12	First Aid @ Limerick	First Aid	28/02/2025	Antrim	Liam Foulkes	YES

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5

Click on 'Entries'.

Entry Options

Registration Options

Charts

Registration

Course Files

Volunteers

Discount Codes

Bulk Age Restriction Date Change

Entries

Check In

Manual Alterations

Registration

Manual Addition

Registration

Sent Emails

Event Name * First Aid @ Limerick

Event Start Date * 2025-02-28

Event End Date * 2025-02-28

Event Organiser Details will be publicly viewable. If this is an Organisation (Member)

Event Organiser Name * Liam Foulkes

Event Organiser Email * liam.foulkes@cricketireland.ie

Event Organiser Phone Number * 0873388473

Event Website

1/5

TEST SITE (40)

6 Select the member/participants you want to contact.

Courses Admin > First Aid @ Limerick > First Aid @ Limerick Entries

Munster Cricket

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- Courses

Registration

Registration

Search

0

<input type="checkbox"/>	Name	CI No.	DOB	Gender	Entered By
<input checked="" type="checkbox"/>	Liam Foulkes	2021121970	01/12/2000	Male	Liam Foulkes

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7 Click "Email"

Search

0

#00012 Entries

rick > First Aid @ Limerick Entries

← Back

Registration

Email Refund/Transfer Entries

Search

0

<input checked="" type="checkbox"/>	Name	CI No.	DOB	Gender	Entered By	Eligibility	Entry Form	Actions
<input checked="" type="checkbox"/>	Liam Foulkes	2021121970	01/12/2000	Male	Liam Foulkes	Eligible	Complete	⋮

1 Record

Rows per page: 20 1-1 of 1

8 Click the 'Subject' field and 'Next'.

CRICKET

First Aid @ Limerick #00012 Entries

Email

Emails will be sent to 1 recipient on behalf of 1 entry.

Subject

Subject *

1/2

9 Add your email text and click 'Send'.

Subject

Email Body

Body

Please bring a Hat!!

2/2