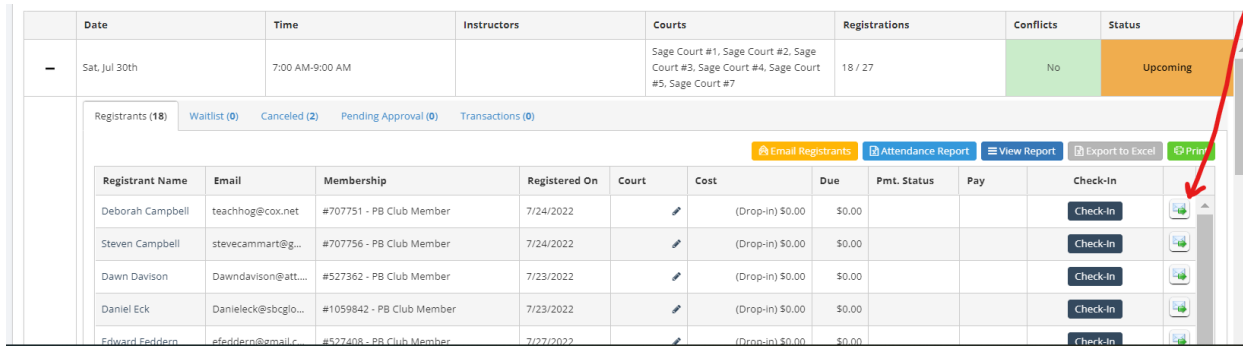


Communicating with registered players:

- Open up your list of registered players from the event list.
- Click on the first email icon. This will open up a screen where you can choose members to send the email to (select all is an option).

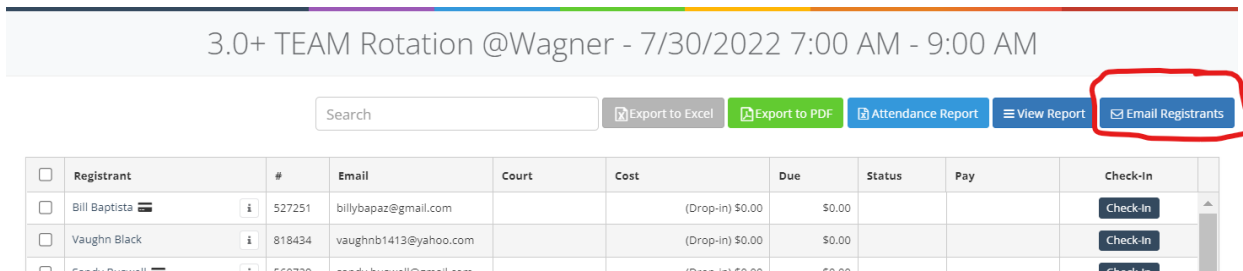


The screenshot shows a registration management interface. At the top, there is a summary table with columns: Date, Time, Instructors, Courts, Registrations, Conflicts, and Status. Below this is a section for 'Registrants (18)' with sub-headers: Waitlist (0), Canceled (2), Pending Approval (0), and Transactions (0). A toolbar contains buttons for 'Email Registrants', 'Attendance Report', 'View Report', 'Export to Excel', and 'Print'. Below the toolbar is a table of registrants with columns: Registrant Name, Email, Membership, Registered On, Court, Cost, Due, Pmt. Status, Pay, and Check-in. A red arrow points to the first email icon in the 'Check-in' column.

Date	Time	Instructors	Courts	Registrations	Conflicts	Status
Sat, Jul 30th	7:00 AM-9:00 AM		Sage Court #1, Sage Court #2, Sage Court #3, Sage Court #4, Sage Court #5, Sage Court #7	18 / 27	No	Upcoming

Registrant Name	Email	Membership	Registered On	Court	Cost	Due	Pmt. Status	Pay	Check-in
Deborah Campbell	teachhog@cox.net	#707751 - PB Club Member	7/24/2022		(Drop-in) \$0.00	\$0.00			Check-in
Steven Campbell	stevecammart@g...	#707756 - PB Club Member	7/24/2022		(Drop-in) \$0.00	\$0.00			Check-in
Dawn Davison	Dawndavison@att...	#527362 - PB Club Member	7/23/2022		(Drop-in) \$0.00	\$0.00			Check-in
Daniel Eck	Danieleck@sbcglo...	#1059842 - PB Club Member	7/23/2022		(Drop-in) \$0.00	\$0.00			Check-in
Edward Feddern	effeddern@gmail.c...	#527408 - PB Club Member	7/27/2022		(Drop-in) \$0.00	\$0.00			Check-in

Another option is to open up your registrant list from the calendar of events. You will see an option at the top of the page to email registrants.



The screenshot shows a registration management interface for the event '3.0+ TEAM Rotation @Wagner - 7/30/2022 7:00 AM - 9:00 AM'. At the top, there is a search bar and a toolbar with buttons for 'Export to Excel', 'Export to PDF', 'Attendance Report', 'View Report', and 'Email Registrants'. The 'Email Registrants' button is circled in red. Below the toolbar is a table of registrants with columns: Registrant, #, Email, Court, Cost, Due, Status, Pay, and Check-in.

3.0+ TEAM Rotation @Wagner - 7/30/2022 7:00 AM - 9:00 AM

Registrant	#	Email	Court	Cost	Due	Status	Pay	Check-in
Bill Baptista	527251	billybapaz@gmail.com		(Drop-in) \$0.00	\$0.00			Check-in
Vaughn Black	818434	vaughnb1413@yahoo.com		(Drop-in) \$0.00	\$0.00			Check-in
Frank Russell	860730	frank.russell@gmail.com		(Drop-in) \$0.00	\$0.00			Check-in