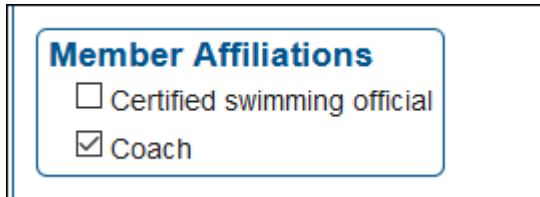


Send an Email to Members Who Self-Identified as a Coach

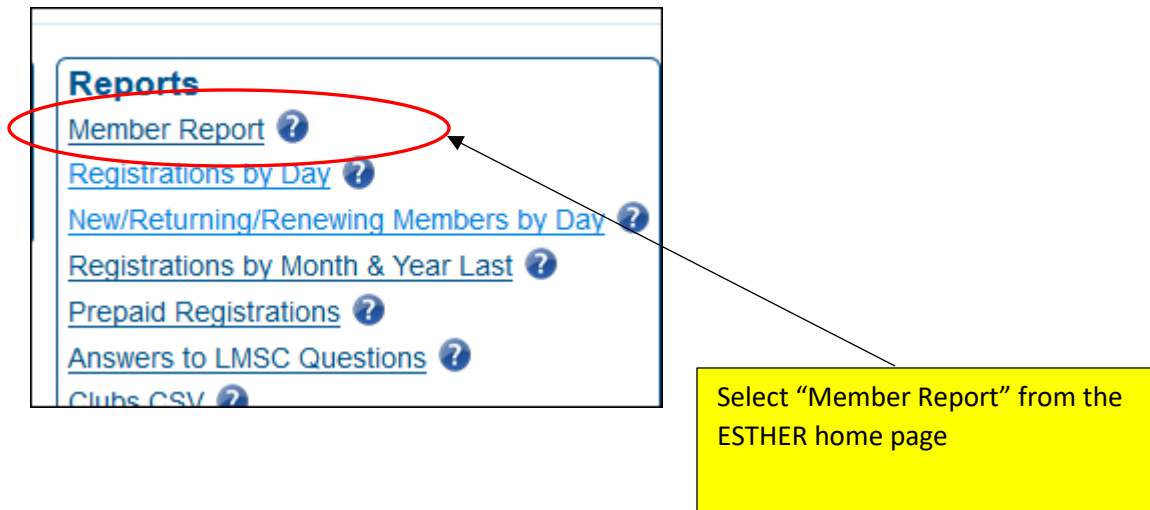
When a member joins USMS, they can check boxes to indicate that they are a swim coach or swim official (or both). A registrar can use this information to create and send a targeted email. For example, an email could be sent to all members who checked the box indicating that they are swim coaches.

In an individual member's record, if they checked one of the boxes it is displayed under "Member Affiliations." In the below illustration, the member checked the box to indicate that they are a swim coach:



A screenshot of a form titled "Member Affiliations" with a blue border. It contains two checkboxes: "Certified swimming official" which is unchecked, and "Coach" which is checked with a black checkmark.

To send an email to all of the LMSC members who checked the "Coach" box, first run a Member Report.



A screenshot of a "Reports" menu. The menu items are: "Member Report", "Registrations by Day", "New/Returning/Renewing Members by Day", "Registrations by Month & Year Last", "Prepaid Registrations", "Answers to LMSC Questions", and "Clubs CSV". The "Member Report" link is circled in red. A yellow callout box with a black border and an arrow pointing to the "Member Report" link contains the text: "Select 'Member Report' from the ESTHER home page".

Select the registration status and the year(s)

Select HTML so you can view the results on the screen

Registration Status Type
 Registered In
 Last Registered In

Status For Year(s)
 2017 2016 2015
 2014 2013 2012
 2011 2010 2009
 2008 2007 2006
 2005 2004 2003

Report Type
 HTML
 Excel

Generate File

Fields to Display
Click an item to select it. Click that item again to remove it.

[Select all](#)

- Middle Initial
- Birth Date
- Age
- Gender
- LMSC

[Un-select all](#)

- Swimmer ID
- First Name
- Last Name
- Club Abbr.
- Coach Affiliation

Member Affiliations

- Certified swimming official
- Coach

Select "Coach Affiliation" to be included in the report to confirm that the report is providing the correct information

Check the "Coach" box to filter the report to ONLY include members who checked the "I coach Masters swimmers" box when they joined USMS

Here is the output of the report:

Clubs | Reports | Settings | Email | Modify Role

Report - USMS Registration

Compose an Email to This Group | View Mailing Labels (PDF)

Member Report

Excel | PDF | CSV | Page 1 of 1 | View 1 - 36 of 36

	Swimmer ID	First Name	Last Name	Club	Coach Affiliation
1	0Y765	Mickey	Mouse	WMAC	Y
2	0X943	Donald	Duck	WMAC	Y

To send an email to the 36 people listed in this report, click the "Compose an Email to this Group" button

The report contains a total of 36 names

Contact Members via Email - USMS Registration

Email Subject

Send To: Wisconsin LMSC

Reply To: Add a valid email for members to reply to. WIRegistrar@usms.org

Member(s) From Last Report: Preparing to send to 36 members from last report...

Now you are in the Compose Email screen Note that the email will be sent to the 36 members from the report you just ran.