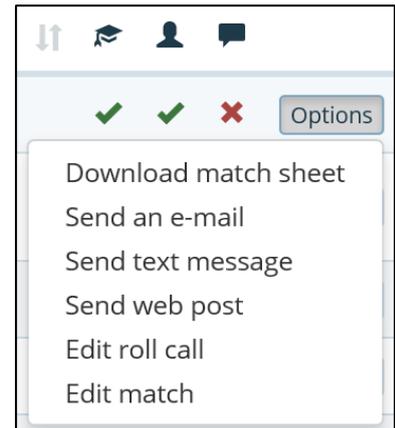# How to send messages in the Sport Zone

There are two ways to send messages to participants in matches in the Sport Zone, an 'Individual' option that allows you to send a message to participants of an individual sports match, or a 'Bulk' option that allows you to send a message to participants of multiple matches.

How to send a text to an individual Sports Match

1. Ensure you are logged into the Staff Message Zone.

2. Click 'Fixtures' in the Sport Zone, and then click 'Matches'.

3. Click the 'Options' button for the appropriate match, and click one of three options:

   a. Send an e-mail.
      i. Select who the e-mail will be sent to, and enter any e-mail addresses or groups that the message should be CC'd to.
      ii. Select a 'Reply-To' address, or enter an alternate one.
      iii. If applicable, edit the subject; select the correct template from the drop-down menu and add any further attachments.
      iv. Type your e-mail in the 'Message' field, formatting as necessary.

   b. Sent text message.
      i. Select who the text message will be sent to.
      ii. 'CC All' sends an email copy of the text to the members e-mail address. Enter any additional e-mail addresses in the 'CC' field.
      iii. Type your text in the 'Message' field.

   c. Send web post.
      i. Select who the web post will be published to, and enter any e-mail addresses or groups that the message should be CC'd to.
      ii. Select a 'Reply-To' address, or enter an alternate one.
      iii. If applicable, edit the subject, select the correct template from the drop-down menu and add any further attachments.
      iv. Type your web post in the 'Message' field, formatting as necessary.

4. All three messaging types offer the option of selecting and sending to all group members, primary members, secondary members or selected members.

5. Having selected and edited the appropriate details, click 'Submit' to send your message.

How to 'Bulk' send messages in the Sport Zone

1. Ensure you are logged into the Staff Message Centre.

2. Click 'Fixtures' in the Sport Zone, and then click 'Matches'.

3. Tick the tick-boxes next the matches you wish to send a message to.

4. Scroll down, click the 'Bulk' button, and click either 'Send an e-mail', or 'Send text message'.

   a. Send an e-mail
      i. Select who the e-mail will be sent to, and enter any e-mail addresses or groups that the message should be CC'd to.
      ii. Select a 'Reply-To' address, or enter an alternate one.
      iii. If applicable, edit the subject; select the correct template from the drop-down menu and add any further attachments.
      iv. Type your e-mail in the 'Message' field, formatting as necessary.
   b. Send a text message
      i. Select who the text message will be sent to.
      ii. 'CC All' sends an email copy of the text to the members e-mail address. Enter any additional e-mail addresses in the 'CC' field.
      iii. Type your text in the 'Message' field.

5. Both messaging types offer the option of selecting and sending to all group members, primary members, secondary members or selected members.

6. Having selected and edited the appropriate details, click 'Submit' to send your message.