



**GMS**

**Email**

**Irish Rugby Football Union**

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

**T** +353 01 6473800 | **F** +353 01 6473801

[www.irishrugby.com](http://www.irishrugby.com)   



## Introduction

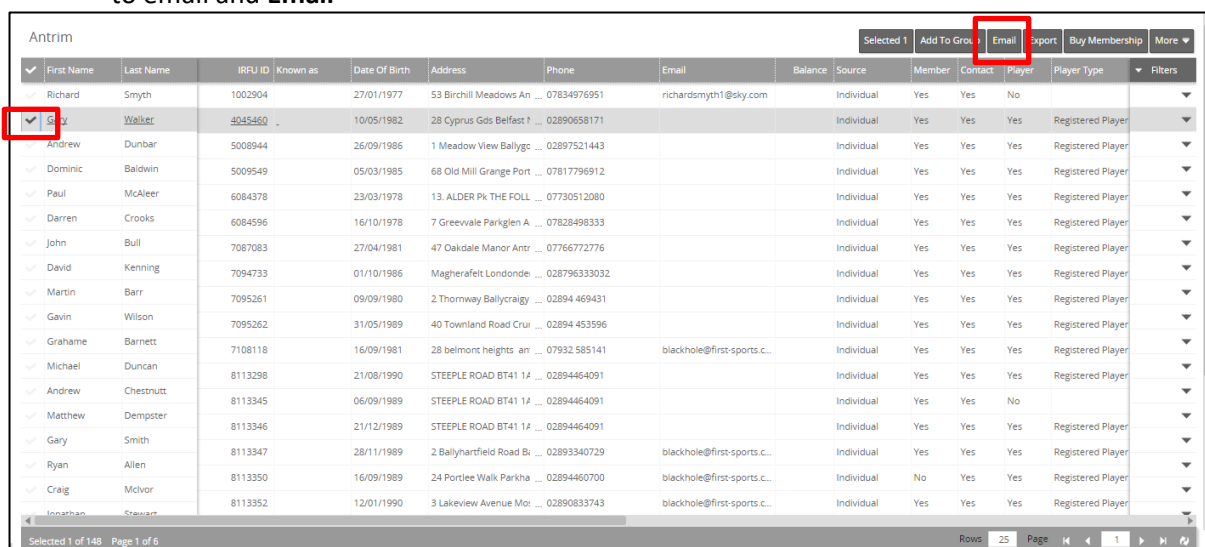
The email facility within GMS enables the administrator to determine who is sent an email, who is copied into that email and more importantly who will and won't be receiving the email. It gives the administrators at the club an element of control over the email that are sent from GMS. Ensuring the right people get the communication and don't miss out.

There are two different scenarios for emailing members:

- Emailing Members, Parents, Coaches, Volunteers – Anyone above the age of 18
- Emailing Youth – Emailing Youth Players/Parents at the club

### 1. Emailing Members/Parents (Any above the age of 18)

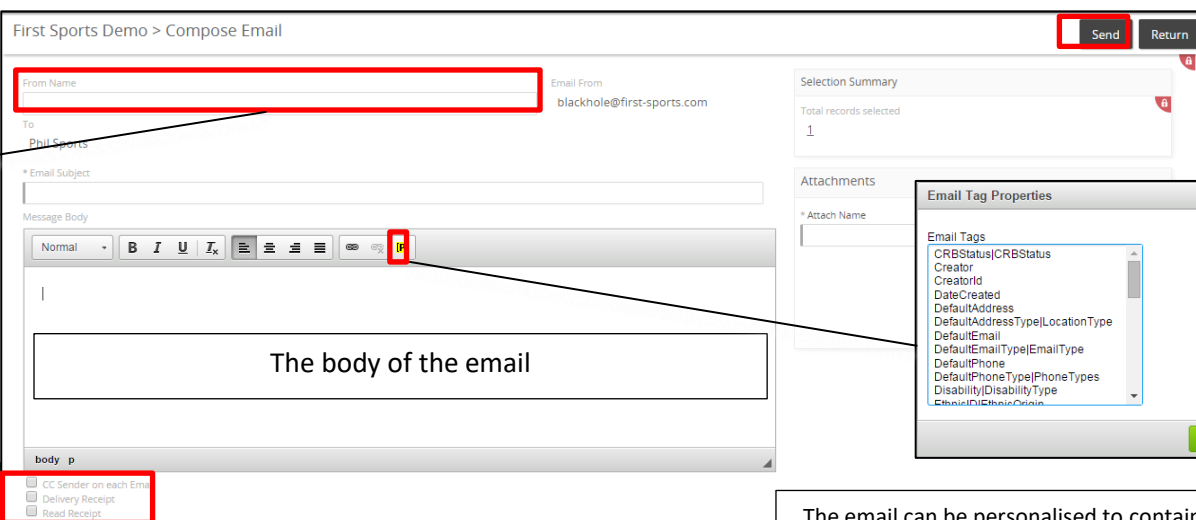
Select **People** and **Everyone**, (this feature is available from any grid) Select the individuals(s) to email and **Email**



First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
Richard	Smyth	1002904		27/01/1977	53 Birchill Meadows An	07834976951	richardsmth1@sky.com		Individual	Yes	Yes	No		
✓	Gary	4045460	Walker	10/05/1982	28 Cyprus Gds Belfast	02890658171			Individual	Yes	Yes	Yes	Registered Player	
✓	Andrew	5008944	Dunbar	26/09/1986	1 Meadow View Ballygo	02897521443			Individual	Yes	Yes	Yes	Registered Player	
✓	Dominic	5009549	Baldwin	05/03/1985	68 Old Mill Grange Port	07817796912			Individual	Yes	Yes	Yes	Registered Player	
✓	Paul	6084378	McAleer	23/03/1978	13. ALDER Pk THE FOLL	07730512080			Individual	Yes	Yes	Yes	Registered Player	
✓	Darren	6084596	Crooks	16/10/1978	7 Greenvale Parkigen A	07828498333			Individual	Yes	Yes	Yes	Registered Player	
✓	John	7087083	Bull	27/04/1981	47 Oakdale Manor Antr	0776672776			Individual	Yes	Yes	Yes	Registered Player	
✓	David	7094733	Kenning	01/10/1986	Magherafelt Londonde	028796333032			Individual	Yes	Yes	Yes	Registered Player	
✓	Martin	7095261	Barr	09/09/1980	2 Thornway Ballycraigy	02894 469431			Individual	Yes	Yes	Yes	Registered Player	
✓	Gavin	7095262	Wilson	31/05/1989	40 Townland Road Cru	02894 453596			Individual	Yes	Yes	Yes	Registered Player	
✓	Grahame	7108118	Barnett	16/09/1981	28 belmont heights an	07932 585141	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	
✓	Michael	8113298	Duncan	21/08/1990	STEEPLE ROAD BT41 1F	02894464091			Individual	Yes	Yes	Yes	Registered Player	
✓	Andrew	8113345	Chestnutt	06/09/1989	STEEPLE ROAD BT41 1F	02894464091			Individual	Yes	Yes	No		
✓	Matthew	8113346	Dempster	21/12/1989	STEEPLE ROAD BT41 1F	02894464091			Individual	Yes	Yes	Yes	Registered Player	
✓	Gary	8113347	Smith	28/11/1989	2 Ballyhartfield Road B	02893340729	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	
✓	Ryan	8113350	Allen	16/09/1989	24 Portlee Walk Parkha	02894460700	blackhole@first-sports.c...		Individual	No	Yes	Yes		
✓	Craig	8113352	Molvor	12/01/1990	3 Lakeview Avenue Mor	02890833743	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	

An email template is generated, detailing the following, once complete, select Send

State who the email is from i.e. a Specific Name i.e Jo – Fixtures Secretary (more personal than the standard email address email



First Sports Demo > Compose Email

From Name: [Red Box]

Email From: blackhole@first-sports.com

To: Phil Sports

\* Email Subject:

Message Body:

Normal B I U T\_x

The body of the email

Selection Summary: Total records selected: 1

Attachments: \* Attach Name:

Email Tag Properties

Email Tags: CRBStatus|CRBStatus, Creator, CreatorId, DateCreated, DefaultAddress, DefaultAddressType|LocationType, DefaultEmail, DefaultEmailType|EmailType, DefaultPhone, DefaultPhoneType|PhoneTypes, Disability|DisabilityType, Ethnicity|EthnicOrigin

OK Cancel

Irish Rugby  
10-12 Lans

CC Sender – Copy the sender into each recipients email  
Delivery Receipt – Confirmation that each email has been delivered  
Read Receipt – Confirmation when the email has been read

The email can be personalised to contain certain information that is stored in GMS i.e. first Name. This will then personalise for each email

A confirmation page appears upon sending, the details outline emails that were sent successfully and any emails that have been excluded. An example of this would be where an individual is a minor (Under 18) and does not have parents details linked to their record, so the email cannot be sent to the minor in isolation.

### Email Confirmation

#### Details

Your email(s) are currently being sent.

A summary of your delivery is listed below.

Total emails sent

1

Total recipients excluded

0

Thank you.

## 2. Emailing Under 18's

Select anyone under the age of 18 or groups of individuals that include individuals that contain under 18's and select email.

Antrim

	First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Player	Player Type	Filters
<input checked="" type="checkbox"/>	Richard	Smyth	1002904		27/01/1977	53 Birchill Meadows An	07834976951	richardsmyth1@sky.com		Individual	Yes	Yes	No		
<input checked="" type="checkbox"/>	Geary	Walker	4045460		10/05/1982	28 Cyprus Gds Belfast	02890658171			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Andrew	Dunbar	5008944		26/09/1986	1 Meadow View Ballygo	02897521443			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Dominic	Baldwin	5009549		05/03/1985	68 Old Mill Grange Port	07817796912			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Paul	McAleer	6084378		23/03/1978	13. ALDER PK THE FOLL	07730512080			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Darren	Crooks	6084596		16/10/1978	7 Greevale Parkiglen A	07828498333			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	John	Bull	7087083		27/04/1981	47 Oakdale Manor Antr	07766772776			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	David	Kenning	7094733		01/10/1986	Magherafelt Londond	028796333032			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Martin	Barr	7095261		09/09/1980	2 Thornway Ballycraigy	02894 469431			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Gavin	Wilson	7095262		31/05/1989	40 Townland Road Cru	02894 453596			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Graham	Barnett	7108118		16/09/1981	28 belmont heights an	07932 585141	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Michael	Duncan	8113298		21/08/1990	STEEPLE ROAD BT41 1A	02894464091			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Andrew	Chestnut	8113345		06/09/1989	STEEPLE ROAD BT41 1A	02894464091			Individual	Yes	Yes	No		
<input checked="" type="checkbox"/>	Matthew	Dempster	8113346		21/12/1989	STEEPLE ROAD BT41 1A	02894464091			Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Geary	Smith	8113347		28/11/1989	2 Ballynartfield Road Bi	02893340729	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Ben	Allen	8113350		16/09/1989	24 Portlee Walk Parkha	02894460700	blackhole@first-sports.c...		Individual	No	Yes	Yes	Registered Player	
<input checked="" type="checkbox"/>	Craig	McVicar	8113352		12/01/1990	3 Lakeview Avenue Mor	02890833743	blackhole@first-sports.c...		Individual	Yes	Yes	Yes	Registered Player	

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Rows 25 Page 1

### 2.1 Sending to Youth

The email template will load, providing the administrator with an array of information about the recipients and who will and won't be receiving the email. There are multiple ways to tailor the email, such as:

#### Irish Rugby Football Union

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Invincibles RFC > Compose Email

From Name:  Email From: blackhole@first-sports.com

To: 290 Email Addresses; 210 Adults; 54 Youths (26 Parents)

Message Body:

**Message Body** – This will be sent and received by both Under 18's, Adults and Parents

body p

Parent Header Message:

Dear {{Fullname}},

You are receiving this email as you are registered as the Parent/Guardian of {{Child\_FullName}} and it is our policy to keep you informed of all communication.

**Parent Header** – If the Youth is the recipient, the parent linked to the child will get an additional note explaining why they are receiving the email

**Selection Summary**

Total records selected	378
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**Youth Safeguards**

Total Youths	92 out of total of 378	24% of total
Send Youth Emails To	Youths	Parents will be CC'd

**Data Analysis**

Records without email addresses	114 out of 378	30% of total
Youths without parental links	52 out of 92	54% of total
Adult records without email addresses	78 out of 286	27% of total
Youth records without email addresses	33 out of 92	41% of total
Parent records without email addresses	32 out of 61	57% of total

Attachments:

Attach Name:  Browse

Upload

**Selection Summary** – Total number of individuals selected

### Youth Safeguards

1. How many selected are Youth and %
2. Send Youth Emails to – If Youth is selected, the Parents are CC'd. If no parent link exists for the child, the email will still be sent to the email address linked to the child

**Data Analysis** – Contains information about the individuals selected (recipients), including:

1. Records without an email address – Who won't receive the email
2. Youth without parental links – Youth that will get an email, but don't have parents linked to their record so the parent will not receive the email too
3. Adults with no email – Adults that won't receive the email
4. Youth Records with no email – As above, but specifically Under 18's
5. Parents with no email – Parents that are linked to Under 18 records that don't have an email

**To:** (This information is hyperlinked, select any of the numbers to drill down on who the recipient is)

- 290 – Number of email addresses
- 210 – Number of recipients that are Adults
- 54 – Number of Youths
- 26 – Parents (linked to Youth Records)

- The parental header has been removed and only the email body exists. The email is not going to Under 18's

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