

ATS— Sending Bulk Emails or Texts

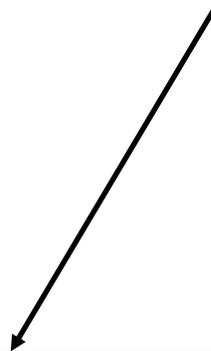
Bulk Email from the ATS Desktop:

If you have had your athlete's enter their email addresses and/or text message addresses you can send bulk email/text messages to your athletes directly from the system. To begin you will select athletes —> Process Emails & Text Messages.

****While this is a Bulk Selection, ATS will send each athlete an individual message.****

Athletes	Injuries	Modalities	Rehabs
	Add an Athlete		
	Add an Athlete (Quick)		
	Search Athletes ▶		
	Modify Athlete Info ▶		
	Seasonal Athlete Update		
	List/Query Tool		
Multiple Athlete to Team Utility			
	"Quick" Functions ▶		
	Quick Multi-Function		
	"Bulk" Functions ▶		
	Send Athlete a Form to Complete		
	Process Emails & Text Messages		
	Staff Evaluations ▶		
	Physician/Staff Review ▶		

Once you select Process Emails & Text Messages the screen shown below should appear. There are many different options that can be chosen during this process.

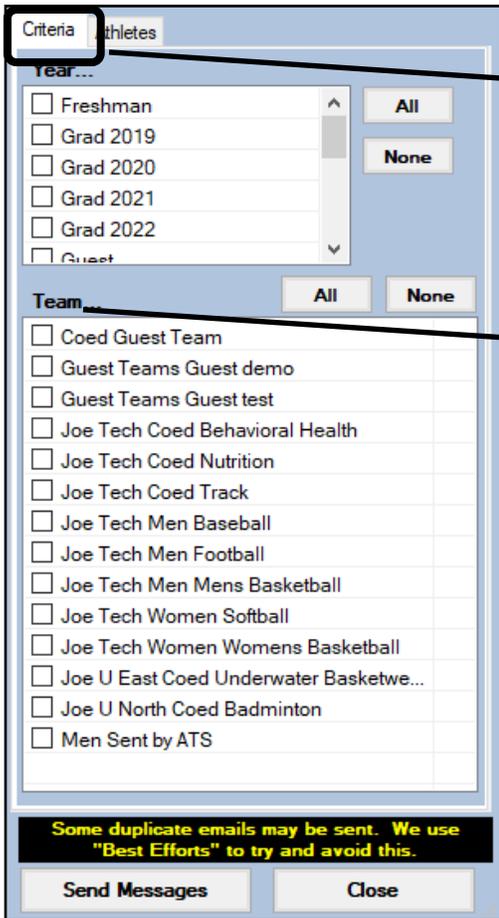


ATS— Sending Bulk Emails or Texts

There are several different ways you can customize the way the information is sent to your athletes.

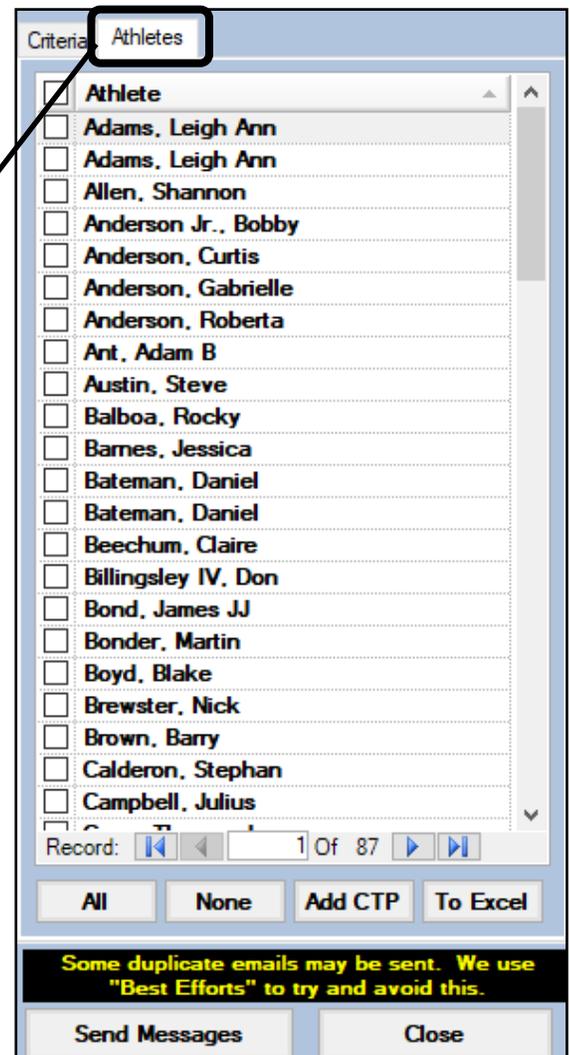


This area allows you to send to all athletes in your database, or allows you to filter based on the genders you have set in your database.



In the criteria tab, you are able to choose to send the email or text based on the athlete years you have set. Choosing the year will only send the message to those chosen.

Choosing a team or teams will send the message to those people that are listed on those teams.



If you need to email a group of athletes that are not linked by one of the other filters. Click the athlete tab and you are able to select the athletes to send messages to. Add as many athletes, or select All to email everyone on the list.

ATS— Sending Bulk Emails or Texts

Email Text: **Additional Filters**

Cleared to Play
 Yes No None

Scholarship
 Yes No None

Academic Eligible
 Yes No None

OTC Meds Allowed
 Yes No None

Red Shirt
 Yes No None

Physical Expires >=
>= / /
<= / /

Birthdate Range
>= / /
<= / /

Employee Status

Marital Status

You can also use additional selection criteria when sending out a message. These can be found on the Additional Filters tab. You can narrow lists to choose from by: Cleared to Play, Scholarship, Academic Eligibility, OTC med permission, Red Shirt, Physical Expiration Dates, Birthdate, Employee or Marital Status. These will be dependent on the selection being marked in their athlete profiles.

Process Emails & Text Messages

All Active Athletes All men All Women

Subject:

Email Text

Field tag <HIPAA> = HIPAA Statement

Be sure to give your message a Subject. Type your message in area available in the Email Text Tab.

You can spell check your message by clicking the Spell Check icon located in the bottom right hand corner of the message box.

ATS— Sending Bulk Emails or Texts

ATS Desktop allows you the ability to attach up to six different files to be sent with your email. If you are attaching files make sure to only send as an email. If you want to send a mass text message, athletes or emergency contacts will need to have a correct text address in their profile; as well keep it to about 50 characters, ATS uses email to text conversion. ****Keep note, some cell carriers do not support this function.**** You do have the option to send both text/emails. You can send the primary emergency contact an email as well, request delivery and read receipts. You also can send their

The screenshot shows a window with six file attachment slots, each labeled 'Attach File 1' through 'Attach File 6', all with the text 'No file attached...'. Below these is a red note: *Note: If >1 primary contact is found no login or password will be sent...*

On the right side, there are three sections of settings:

- Notices to Athlete** (light blue background):
 - Send Email
 - Send Text Message
 - Send QR ID Card via email
- Notices to Emergency Contact** (light green background):
 - Email Primary Contact
 - Text Msg Primary Contact
- Options** (light orange background):
 - Include Login ID
 - Include Password
 - Read Receipt
 - Delivery Receipt

A dialog box with a black background and yellow text that reads: **Some duplicate emails may be sent. We use "Best Efforts" to try and avoid this.** Below the text are two buttons: 'Send Messages' and 'Close'.

When you are finished click send. If you are missing some information you will get a message indicating you need to complete prior to sending. If the system encounters an athlete among those that you selected that does not have the required information you will get a notice and the option to skip to the next athlete. Once the process is done you will get a message indicating the email or text message has been sent.

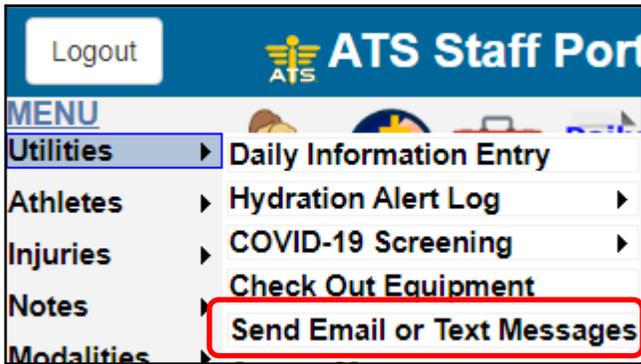
A small dialog box titled 'ATS' with a close button (X) in the top right corner. The text inside says 'Emails sent.' and there is an 'OK' button at the bottom.

If you intend to send more than one round of messages be sure to exit out of the screen and reopen before making other choices.

ATS— Sending Bulk Emails or Texts

Bulk Email from the ATS Staff Portal:

You are also able to send bulk emails through the ATS Staff Portal. Begin by going to Utilities—> Send Emails and Text Messages.



On the screen that opens you will see some options similar to the desktop, as well as some features that are not available.

A screenshot of the 'Send Email / Text Messages' form. At the top left, there are radio buttons for 'Athlete' (selected) and 'Staff'. Below this is a 'Select Team' dropdown menu. To the right, there are checkboxes for 'Send Email' (checked) and 'Send Text'. Below these is a 'Subject:' label followed by a text input field. A large text area for the message body is located below the subject field. At the bottom left, there are buttons for 'All', 'None', 'Scroll Down', and 'Scroll Up'. Below these buttons is a note: 'Only active athletes will be listed for a team. Messages will only be sent to athletes with an email / text address.' At the bottom right, there are three checkboxes: 'Include login id and password', 'Request Read Receipt?', and 'Request Delivery Receipt?'. A blue 'Send Message' button is at the bottom center.

Choose athlete or staff to send the email to.

Choose your desired delivery method

A close-up view of the top portion of the 'Send Email / Text Messages' form. It shows the 'Athlete' radio button selected, the 'Staff' radio button, the 'Select Team' dropdown menu, the 'Send Email' checkbox checked, and the 'Send Text' checkbox. Arrows point from the surrounding text to these specific elements.

Email a specific team from your database.

Enter the subject for your email.

ATS— Sending Bulk Emails or Texts

Select Team

Subject:

All None Scroll Down Scroll Up

Only active athletes will be listed for a team. Messages will only be sent to athletes with correct text addresses.

Include login id and password Request Read Receipt? Request Delivery Receipt?

Send Message

After selecting a team, you can use the buttons here to select all the athletes on the team, or clear the selections; or scroll the list.

Enter the content of your message using the open field box here.

Use these options to include the login id and password, requests read receipts or delivery receipts.