



# E Mailing ALL your Club Members

*Using the ACU/sport80 Platform*

Issue 1 - November 13th  
Thanks to Darren Fowler

# Log into your Club Account

Bradford & DMC ...

**Account**

Members

Members Quick Search

List

Events

Courses

Conferences

Access CMS

ACU Stop List

Purchase History

## Bradford & DMC Ltd

**Profile**

Club Affiliation

Addresses

Communication Preferences

Notes

Archive Organization

**Bradford & DMC Ltd**

secretary@bradfordtrials.com

EDIT PROFILE

### Roles

Se

ACTIVE

HISTOR

Select members then List

# Advanced Filter

- Bradford & DMC ...
- Account
- Members**
- Members Quick Search
- List
- Events
- Courses
- Conferences
- Access CMS
- ACU Stop List
- Purchase History
- Reports

SAVED REPORTS    **ADVANCED FILTER**    + ADD NEW MEM

Search  258 Members

Order By: Last Name

Ascending

Born Before: (today) (clear)  
dd mm yyyy

Born After: (today) (clear)  
dd mm yyyy

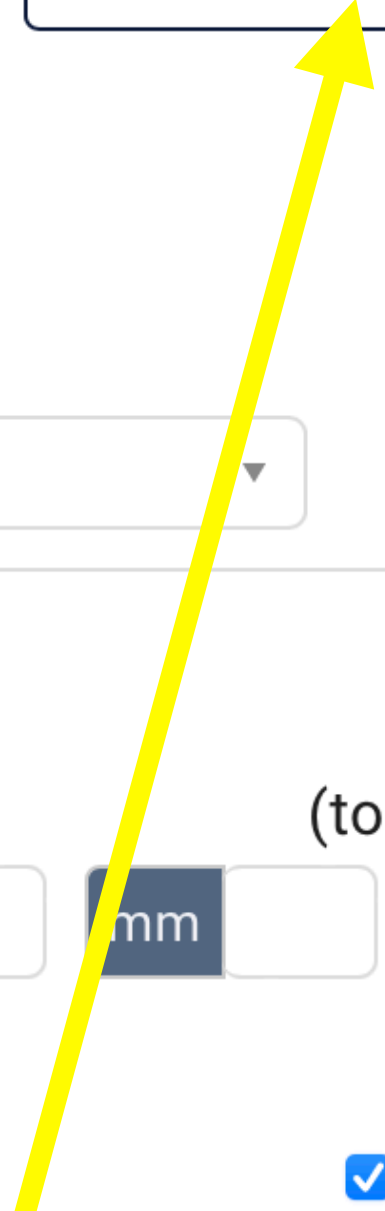
Gender  Male  Female  Unset

Deceased  No  Yes

Added Before (today) (clear)

Added After (today) (clear)

Select ADVANCED FILTER



# Scroll Down

- Account
- Members**
- Members Quick Search
- List
- Events
- Courses
- Conferences
- Access CMS
- ACU Stop List
- Purchase History
- Reports

ACU Officials Licences



FIM Competitor Licences



One-Event Licences



Upgrade Applications



DBS Documentation



FIM Officials Licences



SCB Registration



Club & Team Affiliations



SCB/BSPA Officials Licences



Medical Documentation



Personal Documentation



Scroll down page to "Club & Team Affiliations"

Click on Arrow

# Scroll Down to your Club

- Bradford & DMC ...
- Account
- Members** ^
- Members Quick Search
- List
- Events
- Courses
- Conferences
- Access CMS
- ACU Stop List
- Purchase History
- Reports

## Bradford & DMC Ltd Membership

Status

First Joined (after)  (today) (clear)      First Joined (before)  (today) (clear)

Valid From (after)  (today) (clear)      Valid From (before)  (today) (clear)

Expires (after)  (today) (clear)      Expires (before)  (today) (clear)

Has Auto Renewal  Yes  No      Manually Suspended  Yes  No

## Braintree & DMCC Membership

Fill in boxes as shown

# Scroll Down and Apply Filter

- Account
- Members**
- Members Quick Search
- List
- Events
- Courses
- Conferences
- Access CMS
- ACU Stop List
- Purchase History
- Reports

CLEAR FILTER   APPLY FILTER   ADD SELECTION

First Name	Last Name	Memb ID No.	Exp Date	DOB	Gender			
Stephen	Addy	17233 3	31/12/2022	02/10/ 1981	Male	🔗	>	+
David	Ainley	12556 4	31/12/2023 <b>AUTO RENEWAL</b>	05/04/ 1963	Male	🔗	>	+
Robert	Ainley	13580	31/12/2023	13/05/ 1996	Male	🔗	>	+

**APPLY FILTER Then ADD SELECTION**

# Select E Mail

Account

**Members** ^

Members Quick Search

List

Events

Courses

Conferences

Access CMS

ACU Stop List

---

Purchase History

Reports

---

Search 253 Members

Order By: Last Name

Ascending

Born Before: (today) dd mm yyyy (clear)

Born After: (today) dd mm yyyy (clear)

Gender  Male  Female  Unset

Deceased  No  Yes

Added Before

Added After

Search 253 Members

CLEAR SELECTION

**EMAIL CONTACTS**

DOWNLOAD REPORT

First Name	Last Name	
Stephen	Addy	<input checked="" type="checkbox"/>

Select EMAIL CONTACTS

# Fill in Details as required

## Email

This email will be sent to 251 recipient(s) with valid email addresses.

**Subject** | **Email Body**

Subject \*  ← **Fill in SUBJECT NEXT**

1/2

**NEXT**

**Email Body**

**Compose E Mail SEND** →