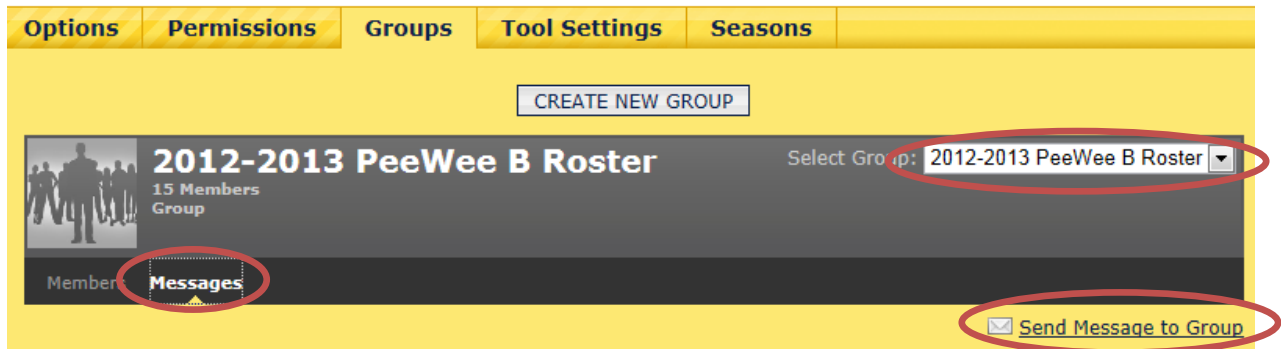
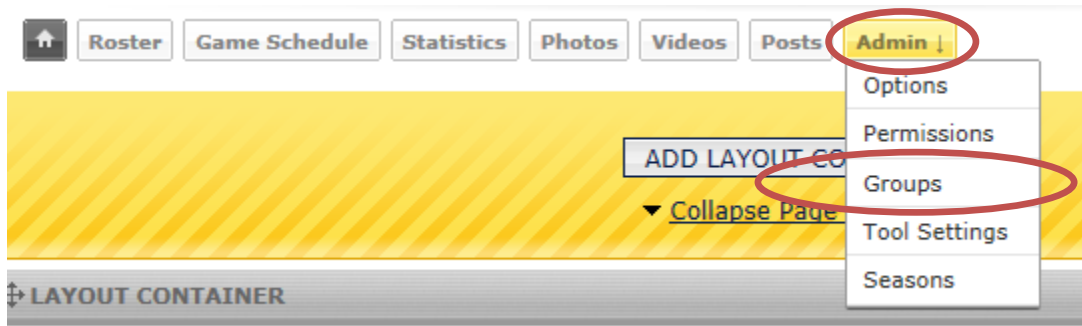


Sending Messages to Groups

After you've logged in to the site, go to your page and make sure edit mode is selected. In order to send messages, you need to be able to use groups. If you have a true "team page", you will see the roster, game schedule, and statistics buttons on the page. If you have a "general page", you won't see these. You will see an Admin button with a "Groups" selection on your page:



If you have a team page, make sure you select the group with "Roster" in the name on the right side. If you have a general page, select the group that applies to your group (like Park & Rec). Click on "Messages", then click "Send Message to Group". At this point you can decide whether to send the message to all members of the group or just select members:

SELECT MESSAGE RECIPIENTS

Message All or Selected Members?



All

Send this message to all 2011-2012 Roster Group members.



Selected

Send this message only to 2011-2012 Roster Group members that I choose.

Click on the appropriate option, type in the subject and body for your message and click send message:



New Message

Enter subject and body of the message and send it.

From: Johnny DeHaan (Owatonna Youth Hockey Association)

To: Marc Wiese

Subject:

Body:

Send Message