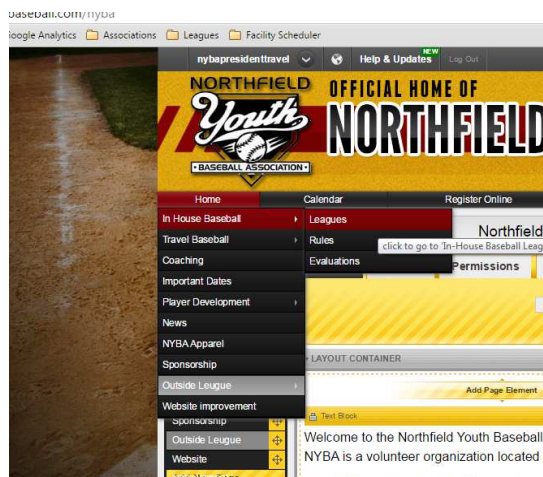
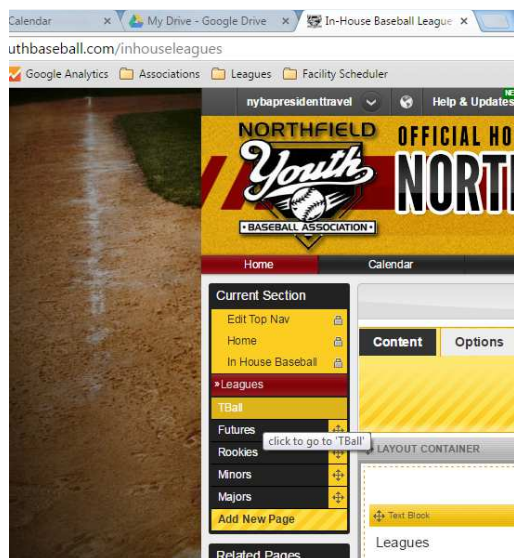


Send message to team members

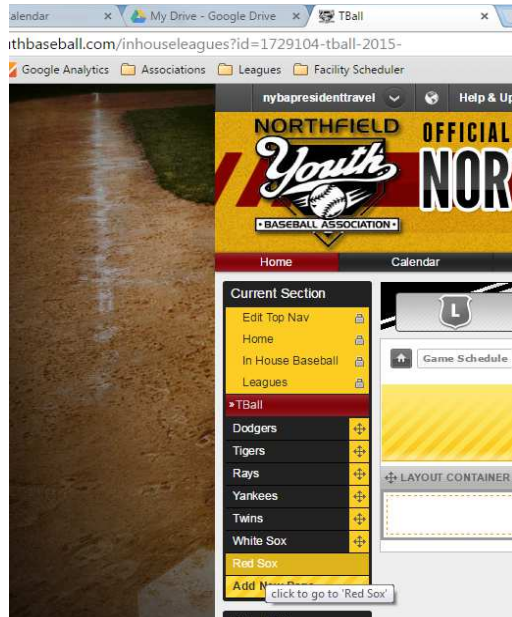
1. Login to the NYBA website using your Sport NGIN account.
2. Go to your team page.
 - a. Team pages are located under In House Baseball/Leagues



- b. Choose your League.



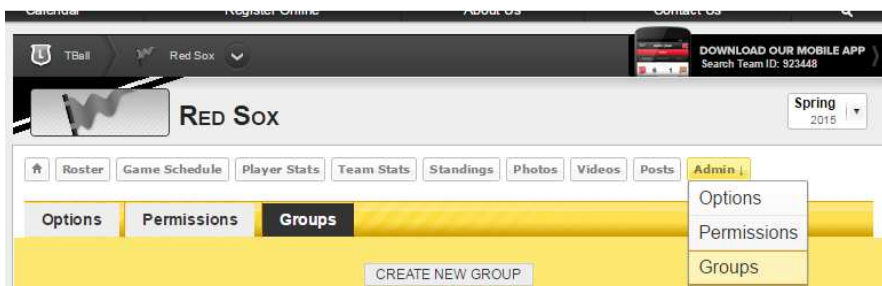
c. Choose your team



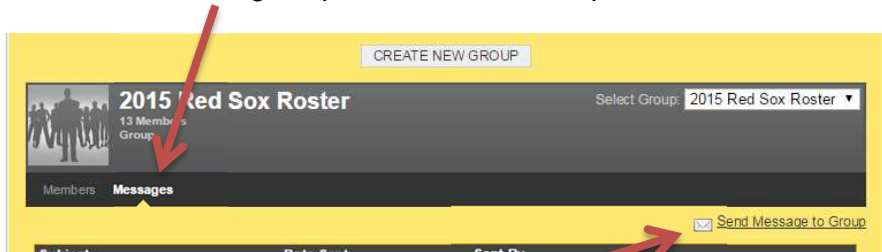
3. If you have been given Owner rights to the team page, you will see a Edit/User switch in the upper right corner of the page. Click this to the Edit mode.



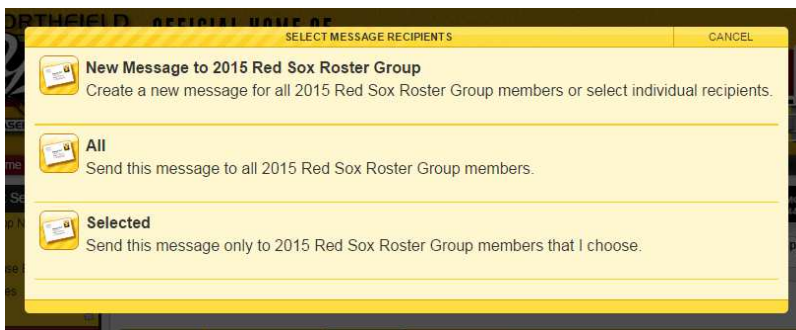
4. Once in the Edit mode, you should see a yellow Admin box on the menu bar.
5. Click the Admin box and go to groups.



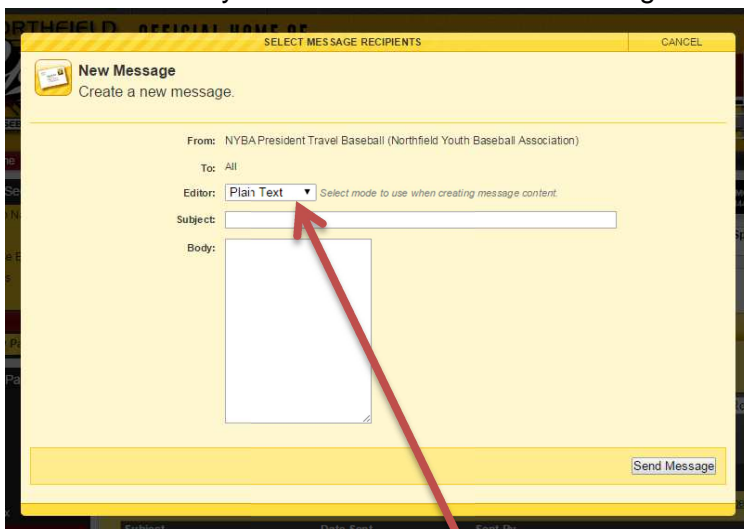
6. Under the group tab, you should see your team roster.
7. Choose the Messages option under the Group name.



8. Then choose Send Message to Group
9. You will then choose to send the message to all members of the group or selected members.



10. Choose All and you will come to the New Message window.



11. There are three options for editors. Plain Text, Rich Text and Page Layout. Plain Text is a text only option, Rich Text gives additional options for fonts, text formatting, hyperlinks, etc. and Page Layout gives further options for adding pre-defined page elements (texts blocks, contact information, video files, etc.).
12. Once you have completed your message, click Send Message.