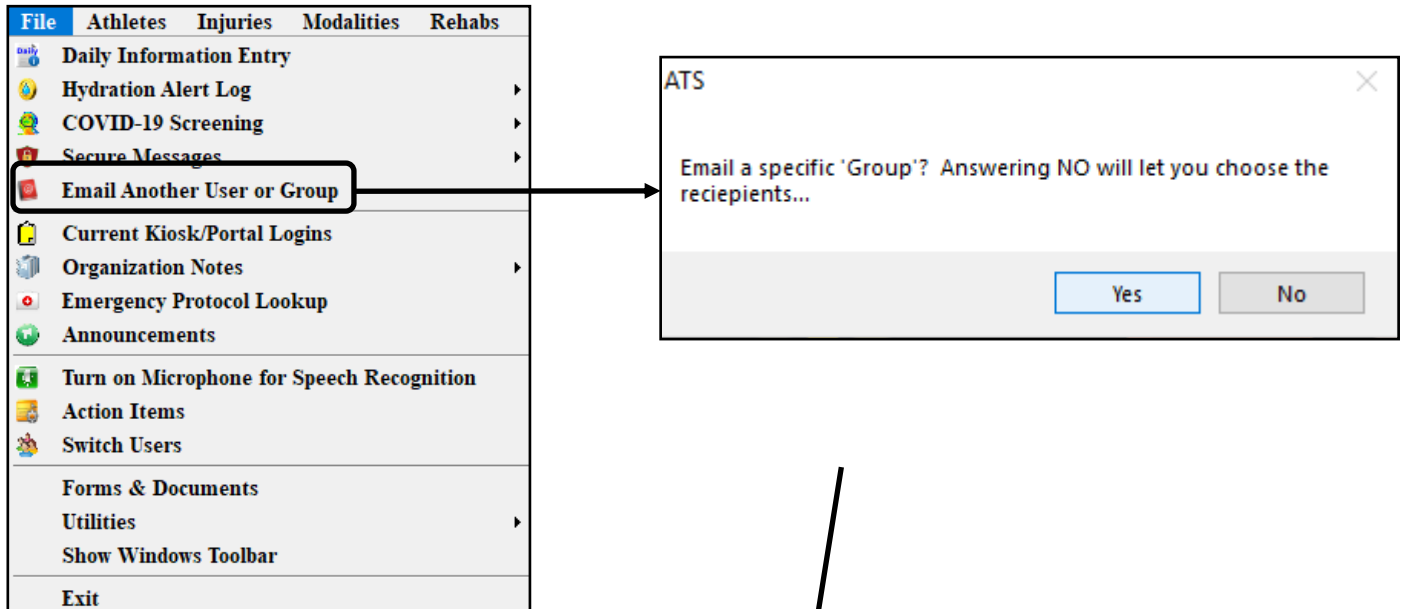


ATS— How to email another User

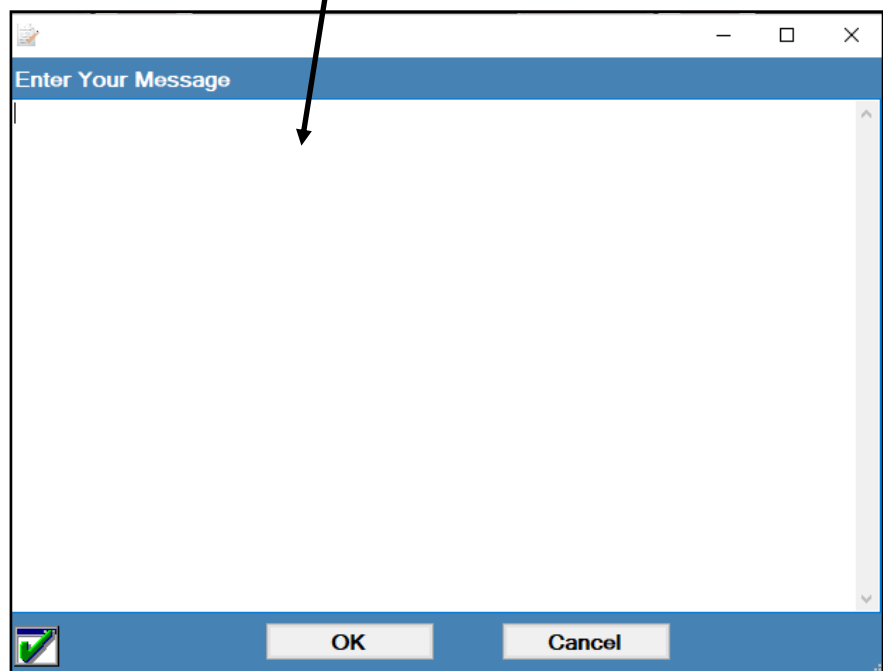
You can email other users directly through ATS. This is available in the Desktop, the Staff Portal and the Staff Smartphone.

Desktop:

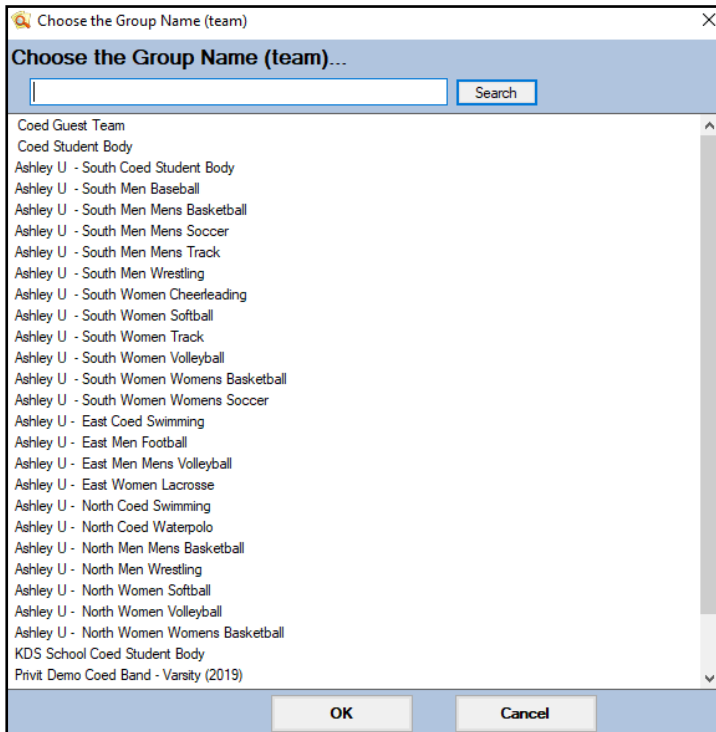
Begin by going to File—>Email Another user or group—> Then decide if you want to email a specific group or just a specific user(s). To email the group say yes to the prompt, if you do not want to email an entire group say no to the prompt. If you said no skip to page [3](#) of this document.



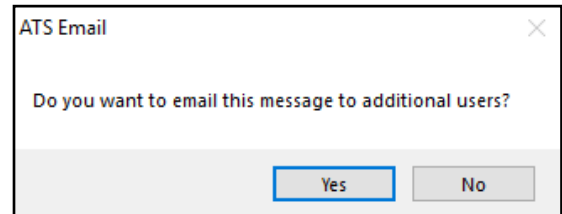
Enter your message in the box provided.



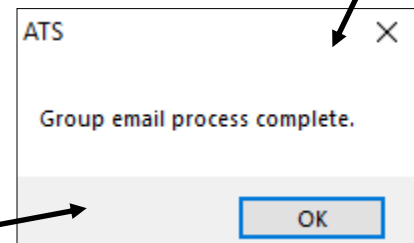
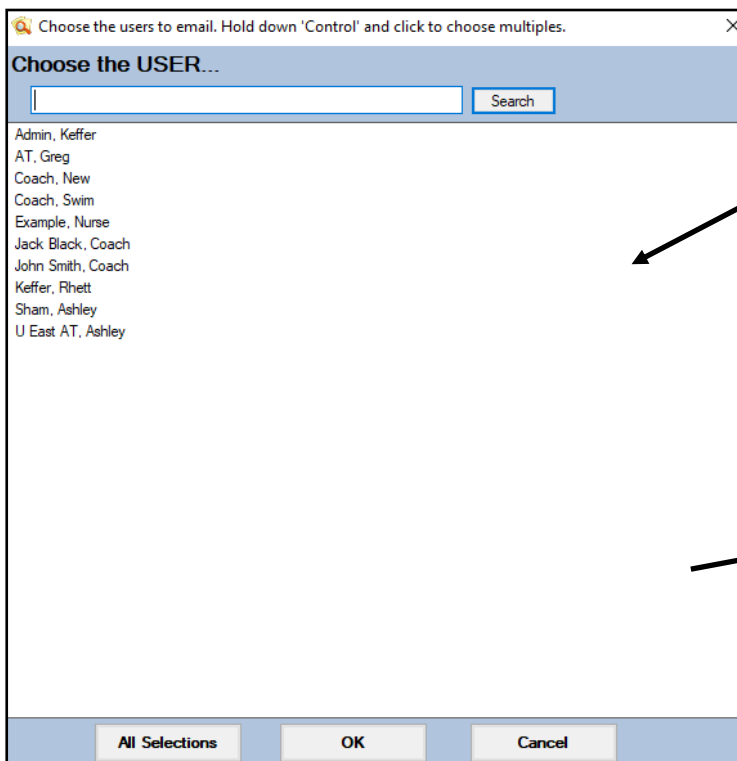
ATS— How to email another User



Select the team/group you wish to email the message too. You will then be asked if you want to email additional users.

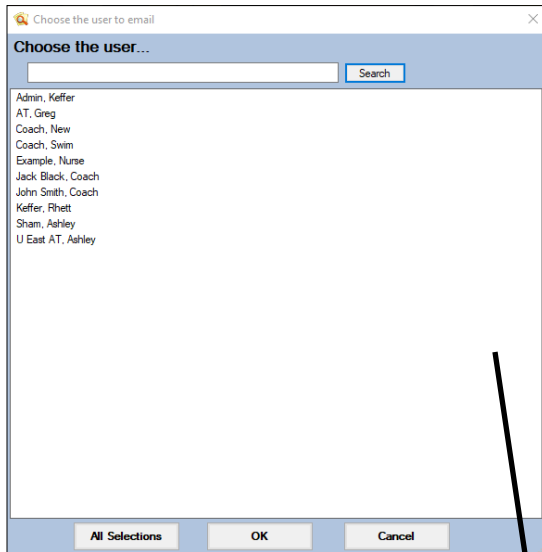


If you selected yes then choose the desired users from the list, and you will get a notification when the process is complete. If you said no the message will send and you will get a notification when the process is complete.

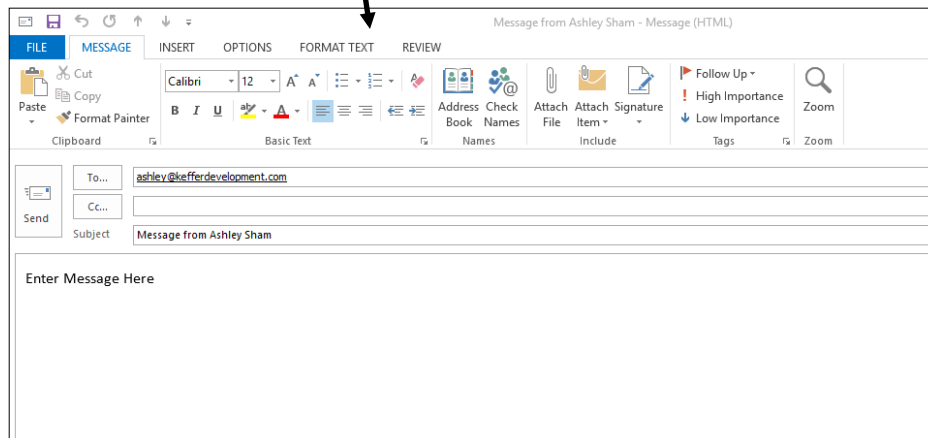


ATS— How to email another User

If you said no to the users group email, select the user(s) you wish to email from the list available.



An email should now open up with the email address(s) of the users you chose. Type in your message and then click send.

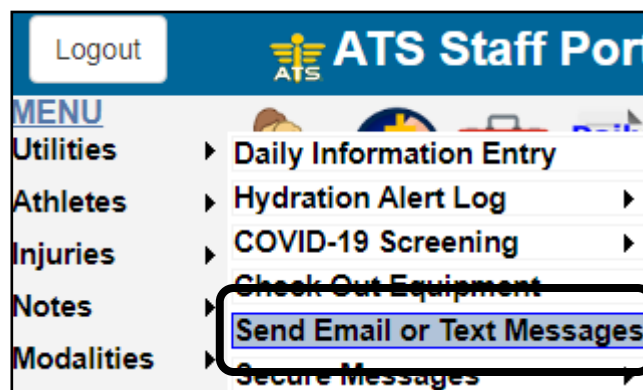


ATS— How to email another User

Staff Portal:

In the Staff Portal go to the Utilities—> Send Email or Text Messages. When the Send Email/Text Messages screen loads select the Staff option. This will load a list of users that you can send the email to.

Select the Users you wish to email, give the email a subject, and then type your message. When you are ready click send.



Send Email / Text Messages

Athlete Staff

Bobby Cox
 Dougie Howser
 Joe Streckfus
 John Smith
 Keffer Admin
 Lonnie Kruse
 test module
 Vince Lombardi

Send Email Send Text

Subject:

All None Scroll Down Scroll Up

Only staff with an email address are listed.

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

You can also send the log in ID and password with the email, request a read and delivery receipt. You will see confirmation at the top of your screen when send is complete.

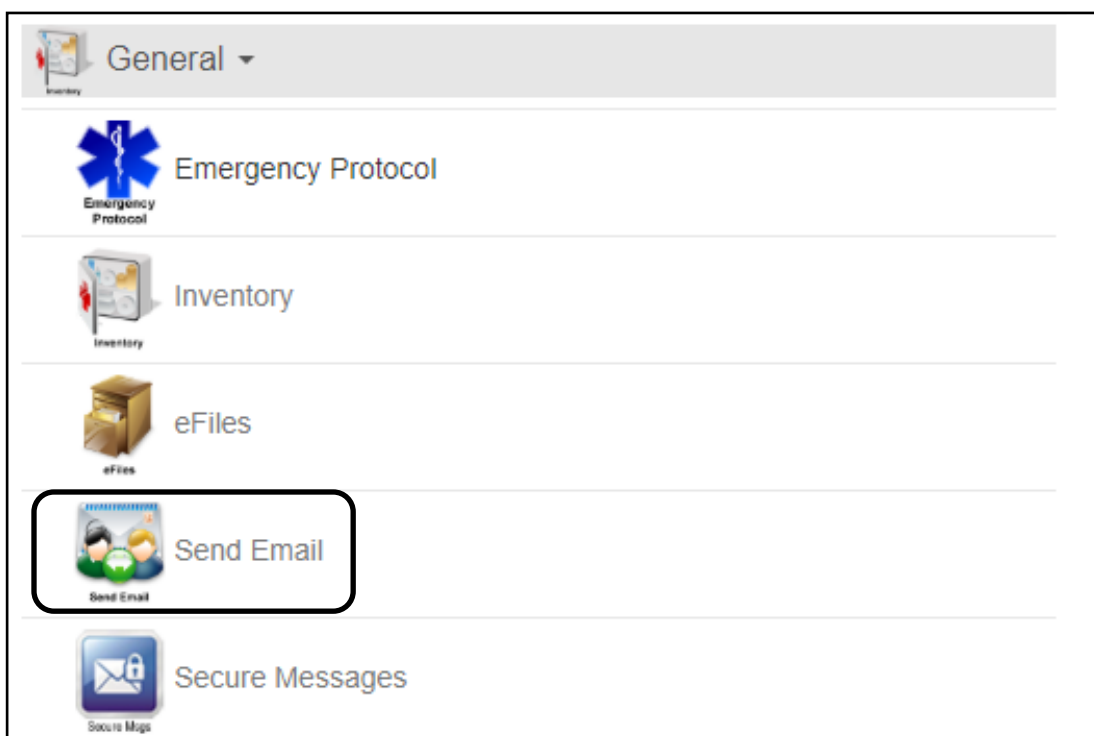
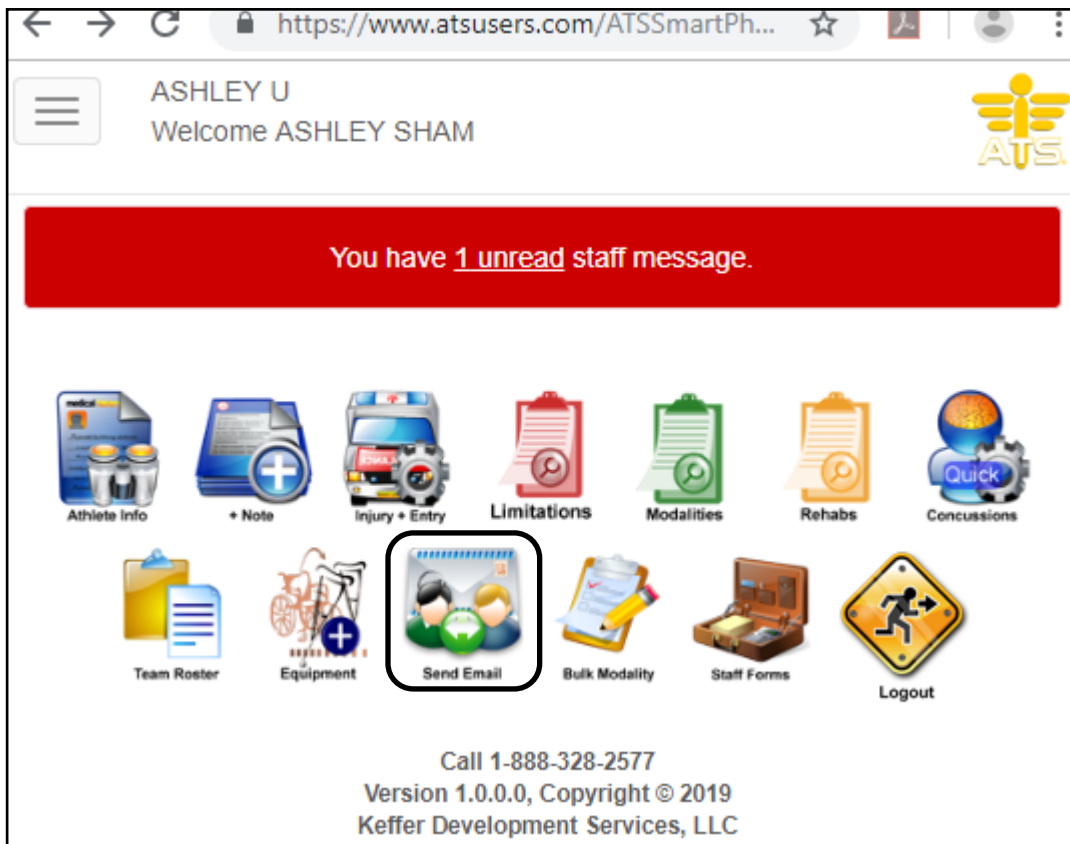


Emailing is complete! 1 selection made. 1 email sent.

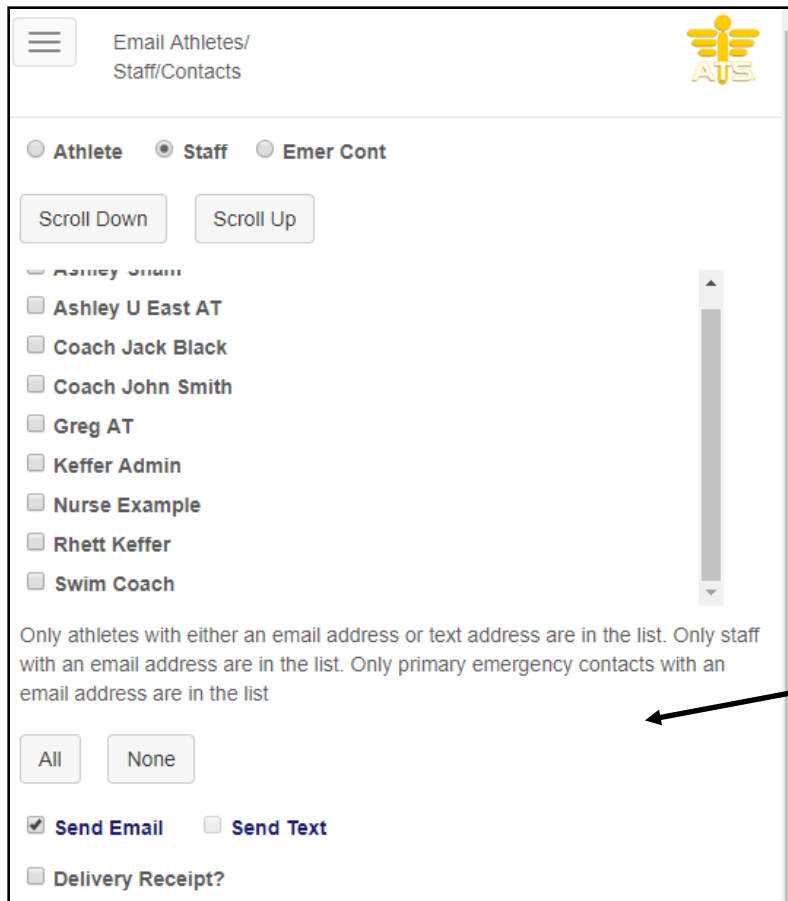
ATS— How to email another User

Smartphone:

If you are using the smartphone version of ATS you can send an email by clicking on the Send Email icon or find Send Email in the General drop down menu.



ATS— How to email another User



Email Athletes/
Staff/Contacts

Athlete Staff Emer Cont

Scroll Down Scroll Up

Ashley U East AT
 Coach Jack Black
 Coach John Smith
 Greg AT
 Keffer Admin
 Nurse Example
 Rhett Keffer
 Swim Coach

Only athletes with either an email address or text address are in the list. Only staff with an email address are in the list. Only primary emergency contacts with an email address are in the list

All None

Send Email Send Text

Delivery Receipt?

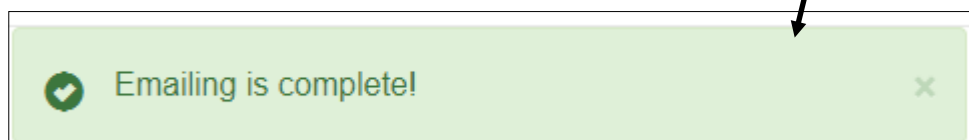
When the email screen loads select the Staff option and the list of users should load. Select the user(s) you wish to email, enter a subject and then the body of your email. Make decisions about delivery and read receipts then click Send Message. You will see a confirmation message at the top of your screen when the send is complete.



Subject:

Message:

Send Message



✔ Emailing is complete! ✕