



# TES ~ Email Incomplete Entrants.

## Prerequisites:

A TES administrator login for the event.

## Email an Entrant:

For any one series you can click on the Email button on the Series Entrants screen.

Melbourne to Geelong Passage Race 2021							
Admin Dashboard	Event Data	Utils	Hcer Menu				
<b>Admin Dashboard</b> Currently there are 139 competitors entered for this event.							
SERIES NAME	ENTRANTS	EDIT	Ent Paid	Cas Paid	Check List	EMAIL	SMS
Melbourne to Geelong Passage Race	139 (cas 0/0)		\$	\$			
Miscellaneous	0 (cas 0/0)		\$				
Race Committee	0 (cas 0/0)						
Media	0 (cas 0/0)						



An option exists to Email those with incomplete mandated data in the check list.

The mandated check box items have an \* added in front of the heading text e.g. Crew List (below).

ENID	BOAT NAME	SAIL NO	FIRST NAME	LAST NAME	PAID	OK	*Crew List	Crew#s
158253	2UP	SM3300	Marinus	Van Onselen	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
156480	ADDICTION	S16	Richard	McGarvie	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
159377	AFFIRMATIVE ACTION	AUS216	Ross	Coates	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



The email will be sent to entrants whose OK box remains unchecked. The email will automatically list any un-checked items for that boat.

The email has default text which cannot be altered (see below). Add any optional text IN FRONT of the default text.

## Email format:

Sent to: [davidsmith@internody.on.net](mailto:davidsmith@internody.on.net)

From: [info@plyc.com.au](mailto:info@plyc.com.au)

Subject: 2012 LEXUS 62nd Adelaide to Port Lincoln Yacht Race, Sydney 38s

Dear David,

**ADDITIONAL TEXT YOU MIGHT ADD GOES HERE**

The following required items(s) are missing or incomplete.

Please use the `Update Existing Entry` option on the entry page to provide the missing information.

\*Shore Contacts