

TES ~ Email Incomplete Entrants.

Prerequisites:

A TES administrator login for the event.

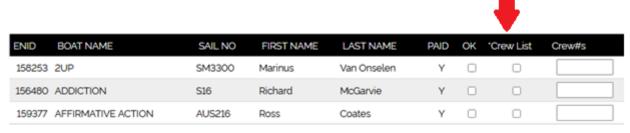
Email an Entrant:

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



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).



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

From: 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
