



**Footyweb
National Umpire
Re-registration Process**

November, 2016

What follows are simple instructions that will remind your 2016 panel members (via email) of the need to self-register for season 2017, in accordance with the new Privacy Act.

If you follow this procedure, those 2016 members who are yet to re-register will be sent an email reminding them to do so that involves **no usernames nor passwords**.

A personalised message may be added to your email message bringing other important information to your members' attention.

This procedure does not require your members to log in their Footyweb 'Username' nor their 'Password'.

Members who do follow these emails prompts to re-register, have their re-registration accepted automatically without the need of your umpiring group's nominated Footyweb administrator to either accept nor reject their registration application.

Keith Whitford (AFL Victoria IT Training & Support Officer) should be your point of contact should you require any assistance with this procedure.

His details are on page 11 of this presentation.

Simple instructions can be found in yellow text boxes



1. Log on to your Umpiring Group's homepage and click on the 'Communications' tab.

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Official Membership and Payments System of

LEVEL SELECTION

Sale Umpires Association

GROUP



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ADVANCED SEARCH

Sale Umpires Association



[Edit Logo](#)

Details [Edit](#)

Address

P.O. Box 9028

Sale

VICTORIA, Australia, 3850

Phone 0413376759

Email nick.cullis@aflgippsland.com.au

Contacts [Edit](#)

President (PRIMARY CONTACT)

Peter Perillo

0448304484

pete.f.perillo@gmail.com

Secretary

Nick Cullis

0413376759

nick.cullis@aflgippsland.com.au

Details

Contacts

Locator



2. Select 'Member Renewals'

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ADVANCED SEARCH

Communicator - Options

Select from the options below:-

Send a Message

Create and send a message to your members via email or sms

Member Renewals

Send preset member entry invitations to existing members

Manage Custom Groups

Set up and manage communication groups

Profile

Set up and manage the sender profile settings for this account

Sent Messages

Display a log of previously sent messages



3. Select 2016 as the season for which you'd like to email your members. You may elect to also send this email to your members' parents email addresses - then click 'Continue'.

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Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Invite members from which season?

Choose the members for which you would like to send out renewals by selecting a season (normally the previous season) where the members have been playing.

Choose a past season to send renewals to:

2016



Include parents



Continue >



4. Confirm Recipients by viewing the membership list from the season that you've previously selected

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Communicator - Confirm Recipients

[Select All/Unselect All](#)

Choose Form >

Listed here you will see your 2016 membership list complete with listed email addresses.



6. Select the 'National Umpire Registration Form' then click 'Customise email' to insert a group-specific message into the email template.



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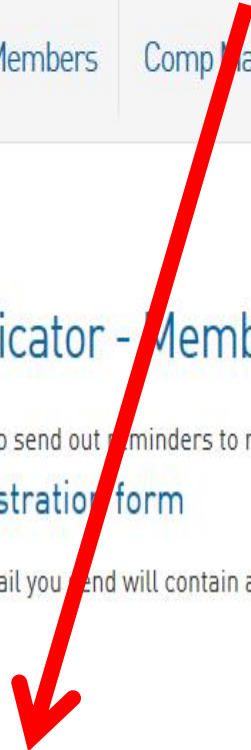
ADVANCED SEARCH

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Choose registration form

The reminder email you send will contain a link to a member registration form. Please confirm here which form you wish to use for this purpose.



National Umpire Registration Form (#37437) ▾

Customise email >



7. Add any information in the text box you may wish to include to all members who are yet to re-new their registration.

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Customise email

Hi << Member Name >>,

Sale Umpires Association is now open for registrations.

We have prepared an online registration form and we can also accept online payment via credit card.

[Click here](#) to commence the registration process.

Sale Umpires Association

Information can be inserted into the text box such as AGM notification, Pre-Christmas training program whilst also emphasising that this re-registration process is totally free of charge

8. Despite there being reference to an online credit card payment upon registration, this procedure is totally free-of-charge.

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Customise email

The reminder email you send will contain instructions for re-registering. You can customise some of the introductory text.

Hi << Member Name >>,

Sale Umpires Association is now open for registrations.

As a result of our recent AGM, we will be commencing some light training sessions on Monday & Wednesday at 6:00pm in December. Please attend wearing a cap and bring a water bottle.

This re-registration procedure is totally free-of-charge.

We have prepared an online registration form and we can also accept online payment via credit card.

[Click here](#) to commence the registration process.

Sale Umpires Association

Send renewals now

9. After adding a personal message for members of your group within the text box – should you choose to do so – simply click the **'Send renewals now'** tab to generate the reminder emails to your members who are yet to re-register.

10. This procedure may also be followed by sending text message reminders to those members who have their mobile numbers listed within Footyweb – please see next slide.

SMS

Sender:

Message:

Sent from SUA

Register for a new season at

<< Signup URL >>

You have **97** characters remaining.

SMS

Password:

- Send Email Only
- Send SMS Only
- Send both Email and SMS

Send renewals now

11. This re-registration email notification may be repeated at a time-frame that suits you and all those members from season 2016 who do formally re-register for season 2017 cease receiving these reminders.

This procedure may also be followed when wanting to communicate with all your members regarding dates of your group's AGM, pre-season training, social notes, etc...

For support, please contact:-

Keith Whitford

AFL Victoria

IT Training & Support Officer

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Mobile: 0417 340 110

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