



## EMAILING ATTENDEES (for Instructors only)

1. Under the Learning Catalog, locate your course discipline. Click on the **arrow** to see the dropdown list of available folders.

The screenshot displays the AYSO U Online Learning Resources website. At the top, there is a navigation bar with links for Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, LMS Admin, and Store Admin. Below this is a 'Catalog' section with a search bar and a dropdown menu for 'Active Team' set to 'All Members'. The main content area is titled 'Learning Catalog' and shows a tree view of folders. The 'My Catalog' folder is expanded, and the 'Instructor Led Courses' folder is highlighted with an orange arrow. This folder is further expanded to show five sub-folders: 'Coach Instructor Led Courses', 'Referee Instructor Led Courses', 'Management Instructor Led Courses', 'Safe Haven Instructor Led Courses', and 'Instructor Courses'.



2. Left-click on the appropriate course name (1) and select the **LE Sessions** option (2).

The screenshot displays the AYSO U Online Learning Resources website. At the top left is the AYSO logo with the text "AMERICAN YOUTH SOCCER ORGANIZATION" and "FOUNDED 1964". To the right of the logo is the text "AYSO U ONLINE LEARNING RESOURCES". In the top right corner, there is a navigation bar with a mail icon, a user profile icon, and a "Logout" button.

Below the header is a red navigation bar with the following links: Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, LMS Admin, and Store Admin. A mouse cursor is hovering over "My Courses".

The main content area is titled "Catalog" and includes a search bar with the text "Active Team: All Members" and a search icon. Below this is the "Learning Catalog" section, which is expanded to show a tree view of "My Catalog".

- My Catalog
  - Instructor Led Courses
    - Coach Instructor Led Courses
    - Referee Instructor Led Courses
    - Management Instructor Led Courses
    - Safe Haven Instructor Led Courses
      - Webinar- AYSO's Safe Haven (1)
      - Annual Safe Haven Review
      - Webinar- Safe Haven Update
      - Safe Haven Update
      - AYSO's Safe Haven
    - Instructor Courses

A dropdown menu is open over the "Webinar- AYSO's Safe Haven" item, showing the following options:

- LE Details
- LE Conditions & Limits
- LE Completion Events
- LE Notifications
- LE Sessions (2)



3. Locate your course session and select the attendee icon (1).

The screenshot shows the AYSO U Online Learning Resources interface. At the top, there is a navigation bar with links: Home, My Courses, Free Content, Live Courses, Resources, Transcripts, eCommerce, LMS Admin, and Store Admin. Below the navigation bar, the page title is "Webinar- AYSO's Safe Haven". There is a "Refresh" button and a "Logout" button in the top right corner. The main content area displays a table with the following columns: Name, Start Date, Location, Instructor, Min, Max, Registered, and Waitlisted. The table contains one row with the following data: Name: Safe Haven Webinar TEST, Start Date: 25 Aug 2017, Location: Corporate Headquarters, Instructor: [redacted], Min: 1, Max: unlimited, Registered: 0, Waitlisted: 0. An orange arrow points to the attendee icon (1) in the Name column. Below the table, there is a "Page Size: 20" dropdown and "1 items in 1 pages" text. There are also "Refresh", "Add New Session", and "Return" buttons.

Name	Start Date	Location	Instructor	Min	Max	Registered	Waitlisted
Safe Haven Webinar TEST	25 Aug 2017	Corporate Headquarters	[redacted]	1	unlimited	0	0



4. Select the attendees you wish to send a message to from your roster (1). Then, select the mail icon on the right side of the page.

Safe Haven Webinar TEST - Corporate Headquarters - 25 Aug 2017, 04:00 PM - 06:00 PM

Registered: 3      Registration: -  
Max Class: Unlimited      Waitlist: No

Refresh   Bulk Update   Save Data    Include Available Candidates  
 Include Clipboard Candidates

Drag a column header and drop it here to group by that column

	Username	First Name	Last Name	Authorised	Status	Peer	Absent	Score	Pass/Fail	Status Date
<input checked="" type="checkbox"/>	XXXXXXXXXX	Victoria	Tinder	<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>			08/25/2017
<input checked="" type="checkbox"/>	XXXXXXXXXX	Michael	Trinidad	<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>			08/25/2017
<input checked="" type="checkbox"/>	XXXXXXXXXX	Thomas	Bobadilla	<input checked="" type="checkbox"/>	Registered	<input type="checkbox"/>	<input type="checkbox"/>			08/25/2017

Page Size: 20      3 items in 1 pages

Refresh   Bulk Update   Save Data    Include Available Candidates  
 Include Clipboard Candidates



5. The \*From\* (1) field should include your email by default, however, AYSOU sends all correspondence using [training@ayso.org](mailto:training@ayso.org). The reason for this is to ensure that messages are delivered to the attendees (and to prevent them from being undelivered). Enter your subject (2) and select a copy to be sent to the instructor (3) if desired.

Include the message in the body (4) and include your email here, since emails sent will have [training@ayso.org](mailto:training@ayso.org) as the sender's email. Include it if you'd like for attendee's to contact you. Hit send (5) to complete your message.

The screenshot shows the 'Send Message to Roster' interface. At the top, there is a navigation bar with 'Home', 'My Courses', 'Free Content', 'Live Courses', 'Resources', 'Transcripts', 'eCommerce', 'LMS Admin', and 'Store Admin'. Below this is a header with the AYSO U logo and 'ONLINE LEARNING RESOURCES'. The main content area is titled 'Send Message to Roster' and contains a blue box with the text 'Send an Email Message to all selected Learners.' Below this are several form fields: 'From:' (1) with a dropdown menu, 'Subject:' (2) with the text 'Location Changed', 'Include Instructor:' (3) with a checkbox, and 'Body:' (4) with a rich text editor. The rich text editor contains the following text: 'Hi Class, The location for our session has changed to 1234 Main Street. There is parking in the back of the building. If you need to contact me, send me an email at: [aysocoach@emailserver.com](mailto:aysocoach@emailserver.com) See you all soon!'. Below the rich text editor is a 'Design' button, an 'HTML' button, and a 'Preview' button. At the bottom of the form, there is an 'Available Tokens:' section with a 'View' link (5) and a 'Send' button. An orange arrow points from the 'Send' button to the email address in the body text.



6. A pop-up will appear when the message is sent.

