

Registration System

When a registration is created, for a team or player, an order is created and it is attached to the account of the person who fills out the registration.

An order has one or more entries. For example a player registration might have two entries – one for Jamie on Bantam and one for Jack on Squirts. A tournament registration might be for an A Bantam team and a B Squirt team.

For each entry (a single player or team) email addresses can be entered during registration (parent #1 and #2 or coach and manger). As these are entered you are asked if you want to send an invitation to that email address which offers them the option to be CC'd on all emails to the player/team. If you answered yes (to have an email sent out) a confirmation email was sent to the address. If the person at the email address responded to the email then they will receive all emails for the player/team.

E Mail Messages related to players or teams who used the registration system

Email messages are always sent to the order owner account's primary and secondary email address. They are also sent to the entry's player or team's CC list. (the CC list on the order owner account's subprofile for a team or player.).

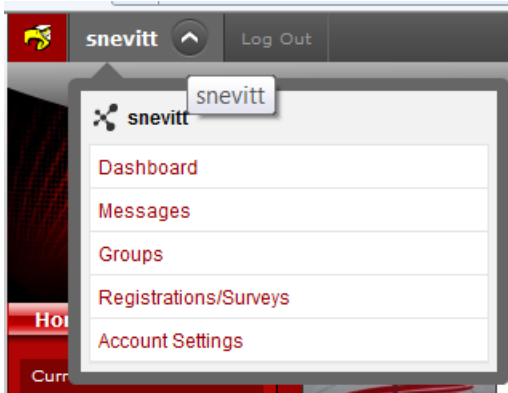
Emails can only be sent to NGIN profiles. These are the Default profile's Primary and secondary(s) addresses and subprofile's CC list.

How to send email messages

- Admins: 1. From a Registration report Send Message to List and 2. from Members > Groups Send Message to Selected Members. Format – Simple or Rich Messages (links in message to internet). Messages go to entries. The owner profile primary and secondary and the entry (player or team)'s CC list.
- Managers: From the Team page Groups > Send Message to Selected Members. Format - a Simple message. Email goes to the Owner's Primary and Secondary email address and the player's CC list.

User choices: (self management)

Logon to your account. Then click on the arrow next to your logon to see your options.



1. You can setup and manage primary and secondary(s) addresses for your own account. All messages sent to you or your players (or teams) will be sent to these addresses.

Use Account Settings to manage your own account. You can add multiple secondary accounts and change your primary address by replacing it with a secondary account.

When you add a secondary address a confirmation email will be sent to that address. It must be opened and the instructions contained in it must be followed for the address to be confirmed. Note that part of the confirmation process will require a [logon to your own account](#).

Here is a link to an NGIN article on this topic:

<http://support.ngin.com/questions.php?questionid=69>

2. You can choose to have emails copied to CC addresses when a message is sent to one of your account's teams or players. The CC address will need to be associated to an NGIN account. All messages sent to your player (or team) will be copied to these address.

Use Dashboard to see your player or team subprofiles. Select a subprofile to add a CC to it.

When you add a CC address a confirmation email will be sent to that address. It must be opened and the instructions contained in it must be followed for the address to be confirmed. Note that part of the confirmation process will require the person who receives the email to [login to their own account](#) or create a new account for themselves in order to allow them to receive emails.

Here is a link to an NGIN article on this topic:

<http://support.ngin.com/questions.php?questionid=246>