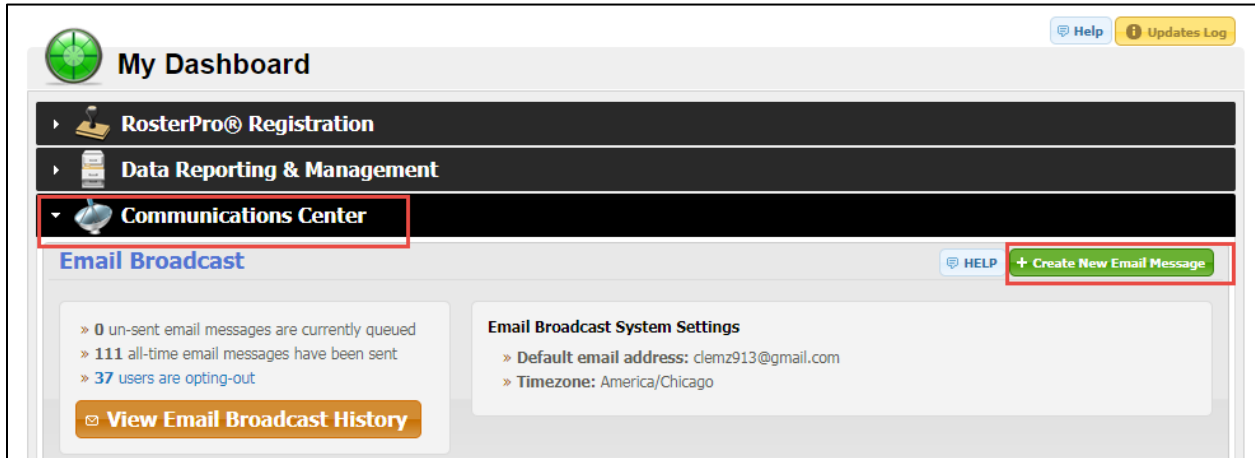


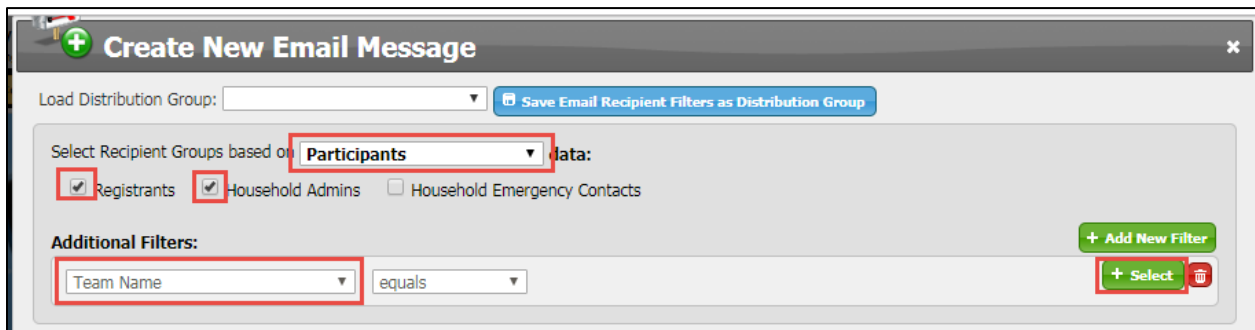
Send a demosphere Email

Log into demosphere [https://mononagrovesoccer.demosphere-secure.com/ dashboard](https://mononagrovesoccer.demosphere-secure.com/dashboard)

1. Click **Communications Center**.
2. Click **Create New Email Message**.

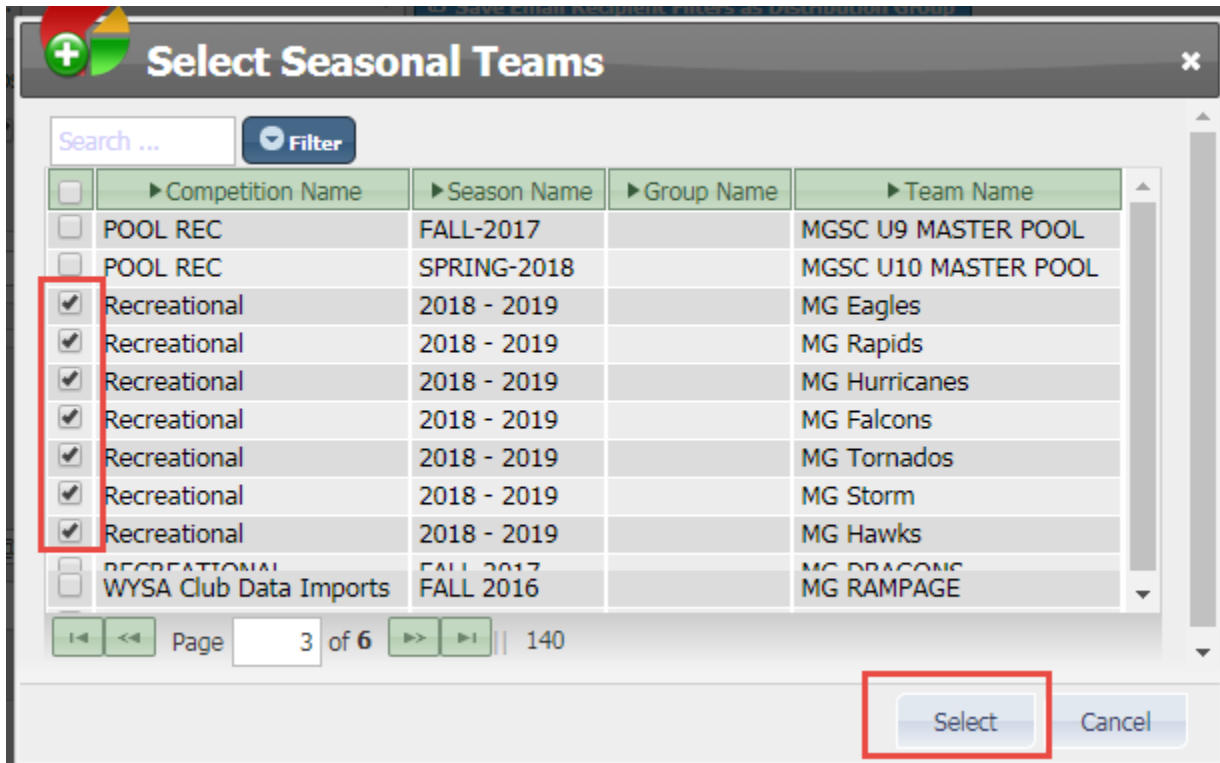


3. Select **Participants**.
4. Check **Registrants**.
5. Check **Household Admins**.
6. Select **Team Name**.
7. Click **Select**.



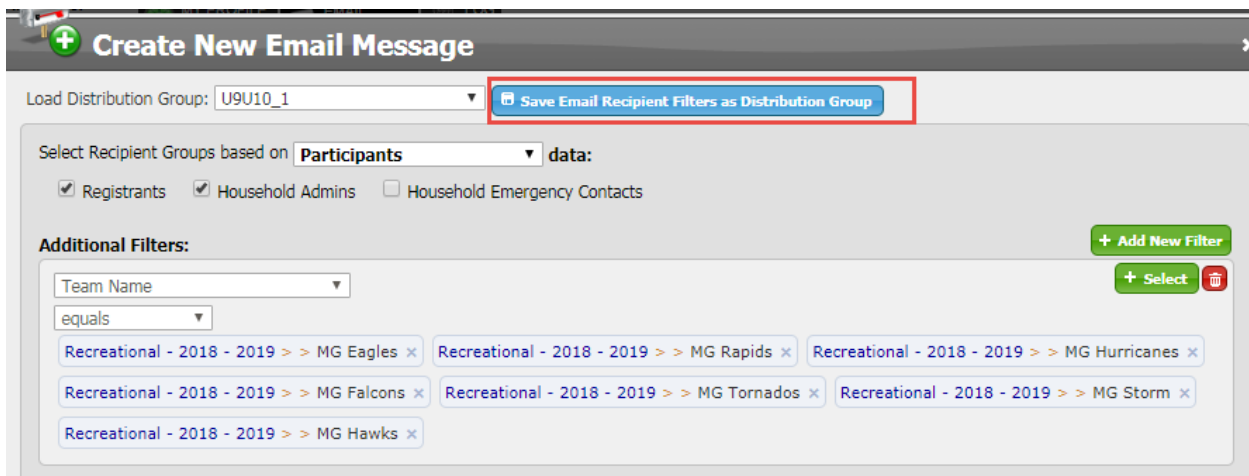
Send a demosphere Email

8. Check all 7 teams.
9. Click **Select**.



Tip -Save your email distribution list prior to sending.

1. Click **Save Email Recipient Filters as Distribution Group**.
2. Name the Group.
3. Click **Save Distribution List**.



Next time you send an email select your saved distribution group.

Send a demosphere Email

To make sure you have recipients click View Addresses. (there should be around 125).

10. Select **Yours <email> address**- (if you don't do this it will default to reply to Lisa).

If you want add a cc:

Recipient List

[View Addresses](#)

Reply-To Address

Yours <becky.mgsc@gmail.com>

Date/Time to Send (CDT)

mm/dd/yyyy 12:00 am (leaving blank will send immediately)

CC

BCC

(use a comma to separate recipients)

(use a comma to separate recipients)

11. Type the Message Subject.

12. Type the message.

13. Click **Send**.

Message Subject [Clone from Template](#)

Message Body

[Data Merge Options](#)

body p

Paragraphs: 2, Words: 1

Send Cancel

It will take a few minutes to process. The total sent emails will be listed in the #Sent column.