

FHMGC Email Procedure

Basic Steps to send email to all members:

- 1) Log into GolfGenius.com
- 2) Select the FHMGC League.
- 3) Select the GOLFERS tab
- 4) Select either Manage Emails
- 5) Write and send email.

Log into Golf Genius using the www.golfgenius.com website and your username and password.

On the main GG page, select League that you would like to use. If it's early in the season, you want to choose the 2020 league to send emails, or use the 2021 league once it been populated.

The screenshot shows the USGA Tournament Management Club interface. The top navigation bar includes 'EVENTS & LEAGUES', 'MASTER ROSTER', 'CUSTOMER SETTINGS', 'EVENT & LEAGUE DIRECTORIES', and 'SEASON MANAGEMENT'. The main content area is titled 'Fox Hollow Golf Course' and 'Events & Leagues'. It features three main buttons: 'Quick Event Setup', 'Create an Event / League', and 'Clone'. Below these are filters for 'Last Visited Event', 'Season', 'Category', and 'Filter Events'. A table lists the available leagues:

Name	Season	Start Date	Golfers
FHMGC 2020 Season	2020	Apr 18, 2020	146 confirmed
2020 Season Long Match Play	2020	May 31, 2020	63 confirmed
FHMGC 2021 Tournaments	2021	Apr 17, 2021	

Notice the Season setting, if you don't see the season you are looking for, check here. Also, as of this screen shot, there are no golfers entered into the 2021 league yet, so use the 2020.

Click the FHMGC league, then click the GOLFERS tab, once this screen appears, click the Manage Emails in the Communication Center section.

USGA TOURNAMENT MANAGEMENT CLUB

EVENT **GOLFERS** CALENDAR ROUNDS APPS

Fox Hollow Golf Course > FHMGC 2020 Season Dashboard

EVENT ROSTER STATS

Players	146
Registered	132
Invited, Not Registered	7
Not Invited	7
No Email Address	0

COMMUNICATION CENTER

- Manage Emails
- Email Configuration

ROSTER MANAGEMENT

- Event Roster
- Import Golfers from Master Roster / GHIN / Other
- Manually Add Golfers to Roster
- Upload Roster from Spreadsheet
- Download Roster to Spreadsheet

DIVISION MANAGEMENT

- Event Divisions / Flights / Teams
- Print Divisions / Flights / Teams Report

Now, click the Compose Email button, enter your email text and send.

USGA TOURNAMENT MANAGEMENT CLUB

EVENT **GOLFERS** CALENDAR ROUNDS APPS

Fox Hollow Golf Course > FHMGC 2020 Season Dashboard > Golfers > Email Center > Compose Email

Send Emails to

None
 All Golfers ⓘ
 Specific Golfers...

CC Emails

Specify one or more fields that contain other email addresses to CC to the golfer email.

None ▼

You will want to send the emails to All Golfers. Use the preview at the bottom of the page to view and proof your email before sending.

Subject

Message

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