

# Sending Messages from the website



When you first register with Sportcheck, whether you register as a Club administrator, Manager of Division, Grade, or Team Manager or a Coach of a Team, the system automatically assumes that when you send a message from your phone or the website it will go to everyone who has opted in to receive messages. For example if you are a club administrator, and you send a message it will go to everyone in the club irrespective of what team they have opted into. If you are a Grade Manager it will go to all Teams within that grade, and if you are a Coach or a Manager of a Team it will go just to your team.

To help explain the incredible flexibility Sportcheck offers when it comes to sending messages we will start with sending a “standard” message from the website which is the same as sending a message from your phone but you are doing it from the website instead. This is explained in **Step 1 “Sending a Standard Message”**.

Then we will show you how to send messages to a specific group by changing the channel of the message. In other words a Club Administrator can send a message to all teams in Grade “Year 7” and no one else or they can send a message just to Divisional Managers if they choose. This is all explained in **Step 2 “Advanced Messaging”**

## Step 1 — Sending a Standard Message

1. From the Club home page type in your message

The screenshot shows the Sportcheck website interface. At the top, there is a navigation bar with the Sportcheck logo and the tagline 'GET THE MESSAGE'. To the right of the logo is a search bar labeled 'Find a Club or Team' with a 'GO' button. Further right are links for 'Admin Club Home' and 'Logout'. Below the navigation bar is a menu with options: Home, Club Registration, How it Works, Stop/Restart Text Delivery, About us, and Contact us. The main content area is titled 'Example Cricket Club - Club Homepage' and shows the name 'David Lewis (021 962 170)'. Below this is a 'Send a Message' section with a text input field containing 'All Games are on today as per schedule' and a 'GO' button. A '160 characters remaining' indicator is shown below the text box. To the right of the 'GO' button is a link for 'Advanced Messaging'. Below the 'Send a Message' section is an 'Inbound Messages' section with a 'Club Administration' sub-section. The 'Posted:' field is empty, and it says 'No messages'. To the right of this section is a notification icon and text: 'Club Administration - get text updates. Have this message sent to your phone everytime it is updated?'. Two red arrows from the instructions point to the text box and the 'GO' button respectively.

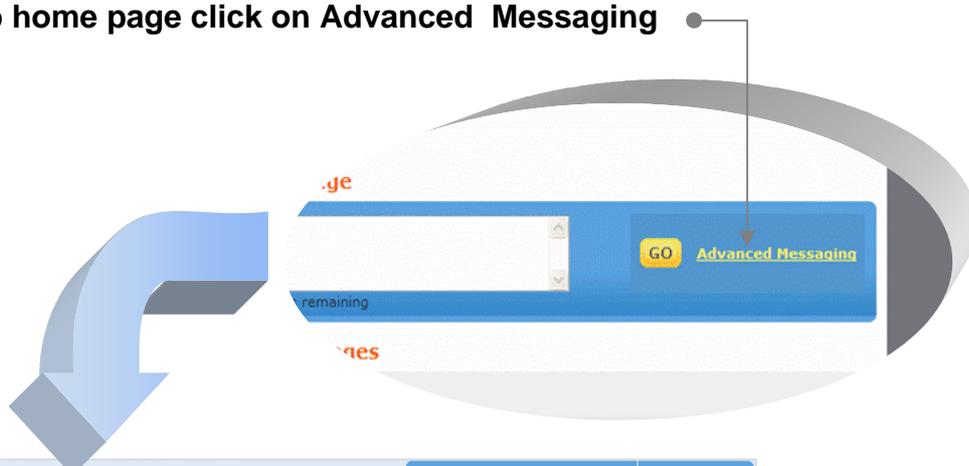
2. Click on GO and you are done  
*The message has been sent to all everyone who has opted in the receive messages*



## Step 2 — Advanced Messaging

If we were to assume the role of Club Administrator of the Example Cricket Club and logged in and went into Advance Messaging this is what we would see. The whole club structure is visible

### 1. From the Club home page click on Advanced Messaging



**SPORTCHECK.CO.NZ**  
GET THE MESSAGE

Find a Club or Team  **GO** Admin Club Home Logout

Home Club Registration How it Works Stop/Restart Text Delivery About us Contact us

**Your Club**  
Club Homepage  
Manage Administrators  
Manage Divisions  
Manage Grades  
Manage Teams  
Logout

### Example Cricket Club - Advanced Messaging

Write your message below, select who you would like it to go to then press 'GO' to send.

**Message**  
  
160 characters remaining

Include players in send out [?]  
 Save settings for future [?] **GO**

**Juniors Division Manager**  
- Collapse Juniors

**All Grade Managers**  **All Team Managers/Coaches**

Grade Year 7	Grade Year 8	Grade Year 9
<input checked="" type="checkbox"/> <b>Manager</b> <input checked="" type="checkbox"/> <b>All Teams</b> <input checked="" type="checkbox"/> Blue <input checked="" type="checkbox"/> Green <input checked="" type="checkbox"/> Red	<input checked="" type="checkbox"/> <b>Manager</b> <input checked="" type="checkbox"/> <b>All Teams</b> <input checked="" type="checkbox"/> Black <input checked="" type="checkbox"/> Gold <input checked="" type="checkbox"/> Yellow	<input checked="" type="checkbox"/> <b>Manager</b> <input checked="" type="checkbox"/> <b>All Teams</b> <input checked="" type="checkbox"/> Silver <input checked="" type="checkbox"/> White

**Seniors Division Manager**  
- Collapse Seniors

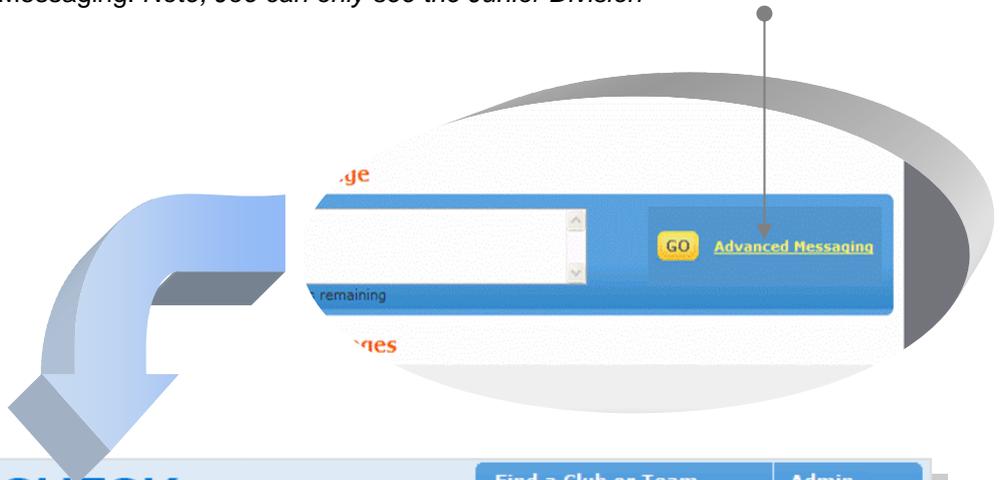
**All Grade Managers**  **All Team Managers/Coaches**

Grade Under 15	Grade Under 18	Grade Premiers
<input checked="" type="checkbox"/> <b>Manager</b> <input checked="" type="checkbox"/> <b>All Teams</b> <input checked="" type="checkbox"/> Cool Cats <input checked="" type="checkbox"/> Hungry Dogs	<input checked="" type="checkbox"/> <b>Manager</b> <input checked="" type="checkbox"/> <b>All Teams</b> <input checked="" type="checkbox"/> Keepers <input checked="" type="checkbox"/> Takers	<input checked="" type="checkbox"/> <b>Manager</b> <input checked="" type="checkbox"/> <b>All Teams</b> <input checked="" type="checkbox"/> The A Team <input checked="" type="checkbox"/> The B Team

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To help explain how Advance Messaging works we will now assume the role of Joe Blogg's who is the Manager of the Junior Division of the Example Cricket Club, so Joe has logged in and gone into Advanced Messaging. *Note, Joe can only see the Junior Division*



**SPORTCHECK.co.NZ**  
GET THE MESSAGE

Find a Club or Team  **GO** Admin Club Home Logout

Home Club Registration How it Works Stop/Restart Text Delivery About us Contact us

**Your Club**  
Club Homepage  
Manage Grades  
Manage Teams  
Logout

### Example Cricket Club - Advanced Messaging

Write your message below, select who you would like it to go to then press 'GO' to send.

**Message**  
  
160 characters remaining

Include players in send out [?]  
 Save settings for future [?] **GO**

**Juniors Division Manager**  
- Collapse Juniors

**All Grade Managers**    **All Team Managers/Coaches**

Grade Year 7	Grade Year 8	Grade Year 9
<input checked="" type="checkbox"/> <b>Manager</b>	<input checked="" type="checkbox"/> <b>Manager</b>	<input checked="" type="checkbox"/> <b>Manager</b>
<input checked="" type="checkbox"/> <b>All Teams</b>	<input checked="" type="checkbox"/> <b>All Teams</b>	<input checked="" type="checkbox"/> <b>All Teams</b>
<input checked="" type="checkbox"/> Blue	<input checked="" type="checkbox"/> Black	<input checked="" type="checkbox"/> Silver
<input checked="" type="checkbox"/> Green	<input checked="" type="checkbox"/> Gold	<input checked="" type="checkbox"/> White
<input checked="" type="checkbox"/> Red	<input checked="" type="checkbox"/> Yellow	

As you can see the default settings have all teams ticked, so if a message was sent without making any changes it would go to all teams.



What we are going to do now is set up Advance Messaging so that a message will now go to just Grade Year 7 & Grade Year 8 - but NOT Grade Year 9

- 2. **Untick - Manager & All Teams in Grade Year 9**
- 3. **Type in Message**
- 4. **Click on GO** — The message has now gone to All Teams in Grade 7 & 8

**SPORTCHECK.CO.NZ**  
GET THE MESSAGE

Find a Club or Team  **GO** Admin Club Home Logout

Home Club Registration How it Works Stop/Restart Text Delivery About us Contact us

**Your Club**  
Club Homepage  
Manage Grades  
Manage Teams  
Logout

### Example Cricket Club - Advanced Messaging

Write your message below, select who you would like it to go to then press 'GO' to send.

**Message**  
Game Cancelled today - Fm Joe Bloggs  
160 characters remaining

Include players in send out [?]  
 Save settings for future [?] **GO**

Juniors Division Manager  
- Collapse Juniors

All Grade Managers  All Team Managers/Coaches

Grade Year 7	Grade Year 8	Grade Year 9
<input checked="" type="checkbox"/> Manager <input checked="" type="checkbox"/> All Teams	<input checked="" type="checkbox"/> Manager <input checked="" type="checkbox"/> All Teams	<input type="checkbox"/> Manager <input type="checkbox"/> All Teams
<input checked="" type="checkbox"/> Blue <input checked="" type="checkbox"/> Green <input checked="" type="checkbox"/> Red	<input checked="" type="checkbox"/> Black <input checked="" type="checkbox"/> Gold <input checked="" type="checkbox"/> Yellow	<input type="checkbox"/> Silver <input type="checkbox"/> White



We are now going to send a message to JUST Grade Year 9

5. **Tick Manager & All Teams in Grade Year 9 and Untick Manager & All Teams in Grade Year 7 & 8**

6. **Type in Message**

7. **Click on GO** — The message has now gone to All Teams in Grade 9

**SPORTCHECK.CO.NZ**  
GET THE MESSAGE

Find a Club or Team  **GO** Admin Club Home Logout

Home Club Registration How it Works Stop/Restart Text Delivery About us Contact us

**Your Club**  
Club Homepage  
Manage Grades  
Manage Teams  
Logout

**Example Cricket Club - Advanced Messaging**

Write your message below, select who you would like it to go to then press 'GO' to send.

**Message**  
All Games are on see you @ 9am - Fm Joe Bloggs  
160 characters remaining

Include players in send out [?]  
 Save settings for future [?]

**GO**

**Juniors Division Manager**  
- Collapse Juniors

**All Grade Managers**  **All Team Managers/Coaches**

**Grade Year 7**  
 **Manager**  
 **All Teams**  
 Blue  
 Green  
 Red

**Grade Year 8**  
 **Manager**  
 **All Teams**  
 Black  
 Gold  
 Yellow

**Grade Year 9**  
 **Manager**  
 **All Teams**  
 Silver  
 White



In the next example Joe is going to send a message to all Grade Managers only and leave it to the Grade Managers to communicate with their teams within their own grade.

8. Un-Tick All Team Managers/Coaches

9. Un-Tick Include players in send out

10. Type in Message

11. Click on GO The message has now gone to All Grade Managers of the Junior Division

The screenshot shows the SPORTCHECK.co.nz messaging interface. At the top, there is a navigation bar with the logo and a search box labeled 'Find a Club or Team' with a 'GO' button. Below the navigation bar, there is a sidebar menu with options like 'Your Club', 'Club Homepage', 'Manage Grades', 'Manage Teams', and 'Logout'. The main content area is titled 'Example Cricket Club - Advanced Messaging' and contains a message input field with the text 'despite rain over night all games r on leave it to U to tell yr own Teams - Joe Bloggs'. To the right of the input field are two checkboxes: 'Include players in send out [?]' and 'Save settings for future [?]', both of which are unchecked. A yellow 'GO' button is located to the right of these checkboxes. Below the message input field, there are three sections for selecting recipients: 'Juniors Division Manager' (checked), 'All Grade Managers' (checked), and 'All Team Managers/Coaches' (unchecked). Below these sections are three columns for selecting specific grades: 'Grade Year 7', 'Grade Year 8', and 'Grade Year 9'. Each grade column has a 'Manager' checkbox (checked) and an 'All Teams' checkbox (unchecked). Under each grade, there are color selection options: Blue, Green, Red for Year 7; Black, Gold, Yellow for Year 8; and Silver, White for Year 9. Annotations with arrows point from the numbered steps to the corresponding elements in the interface: Step 8 points to the 'All Team Managers/Coaches' checkbox, Step 9 points to the 'Include players in send out [?]' checkbox, Step 10 points to the message input field, and Step 11 points to the 'GO' button.