

## Problem





I am a team captain and would like to be able to set my team order, within SportyHQ, for the week's match and send those details to my entire team, is this available?

## Pre-requisites

Player email addresses must be correct in their player profile.

## Solution

There are two email options that can be used to contact all or some of your team members.

- An option (   ) when using the 'Set Line-up' tool in the Schedule
- A general email option (   ) on the team page in the Players listing area

### 'Set Line-up' option:

1. Go to <https://www.sportyhq.com/> and **Login** normally  
(*top right hand corner*)

**Note: NEVER use 'Create Account'**

2. Go to the left screen *grey menu* and scroll down until you get to V.S.R.A. Club Circuit.
  - Expand it to reveal your **Team** and select it

*The Team screen will appear.*

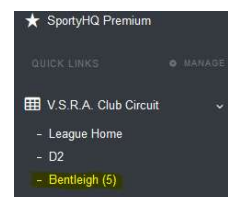
3. Scroll down to the **Schedule** area on Team page and choose the '**Set Line-up**' option on right hand side.

*The **Choose Line-up** screen will appear...*








4. Complete required actions:
  - Toggle on the players for the round.
  - Add a relevant message
  - Toggle on '**Email line-up to my team**'

5. Choose **Save Lineup**

*The line-up will be saved and an email will be sent to all players by the SportyHQ system.*

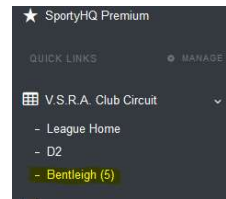


Schedule				
<a href="#">Add to my calendar</a>				
Date	Opponents	Location	Time	Result
Tue 5 Feb 2019	RACV (10)	Away RACV Club	6:30pm	<a href="#">Set Line-up</a>

Choose Line-up									
This league requires that the position of each player in your line up is determined by their rank									
Will be Playing	Player	Available?	Team Position	Home Matches	Away Matches	Total Matches	Won	Lost	
<input checked="" type="checkbox"/>	 Graham Henry	<a href="#">Unavailable</a>	1	0	0				
<input type="checkbox"/>	 Mike Donagan	<a href="#">Unavailable</a>	2	0	0				
<input checked="" type="checkbox"/>	 Tony Nash	<a href="#">Not</a>	3	0	0				
<input type="checkbox"/>	 Paul Thorne	<a href="#">Unavailable</a>	4	0	0				
<input checked="" type="checkbox"/>	 Marcus Hayman	<a href="#">Unavailable</a>	5	0	0				
<input type="checkbox"/>	 Jim Callaghan	<a href="#">Unavailable</a>	6	0	0				
<input checked="" type="checkbox"/>	 Dane Kasper	<a href="#">Unavailable</a>	7	0	0				

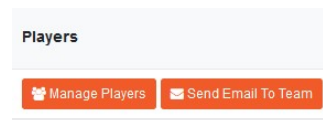
## General Email Option:

- Go to the left screen *grey menu* and scroll down until you get to V.S.R.A. Club Circuit.
  - Expand it to reveal your **team** and select it



*The team screen will now appear*

- Scroll down to the **Players** area and choose the ‘Send Email To Team’ option



*The **Contact** email option appears ...*

- Complete content, toggle required recipients and choose ‘Send Email’.

*An email will be sent to all players by the SportyHQ system.*

