EMAILING PLAYERS
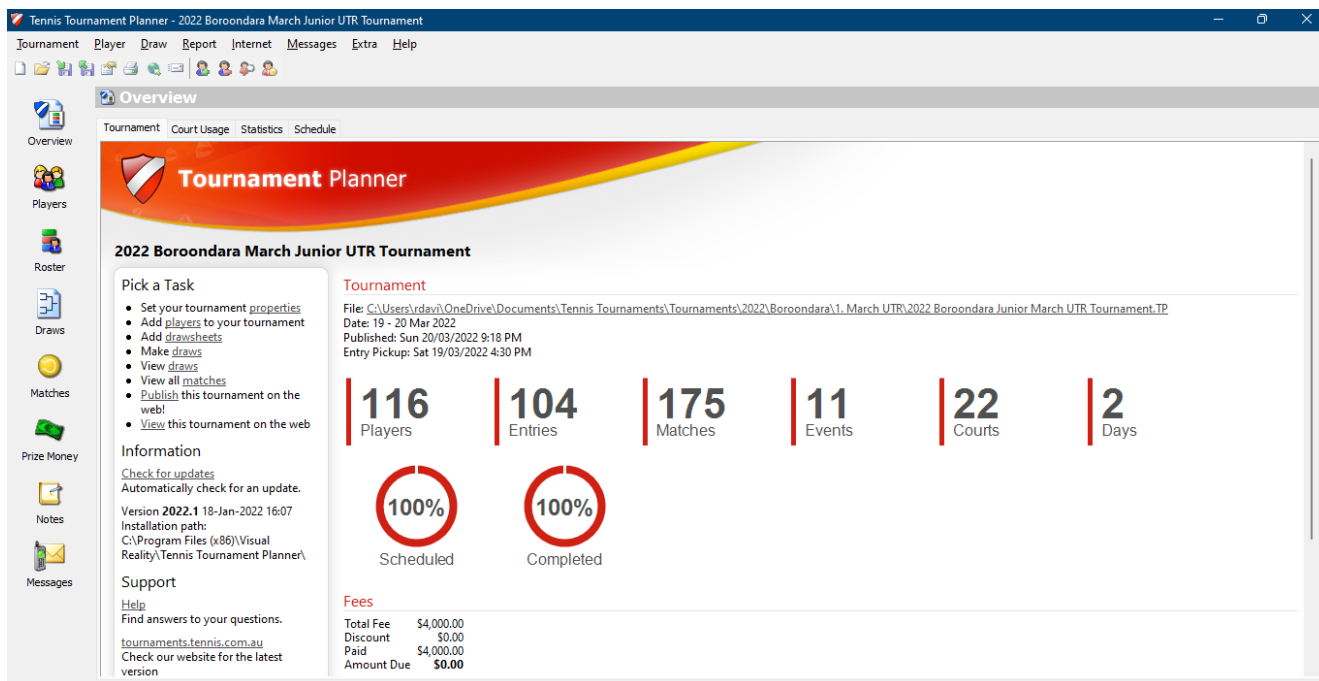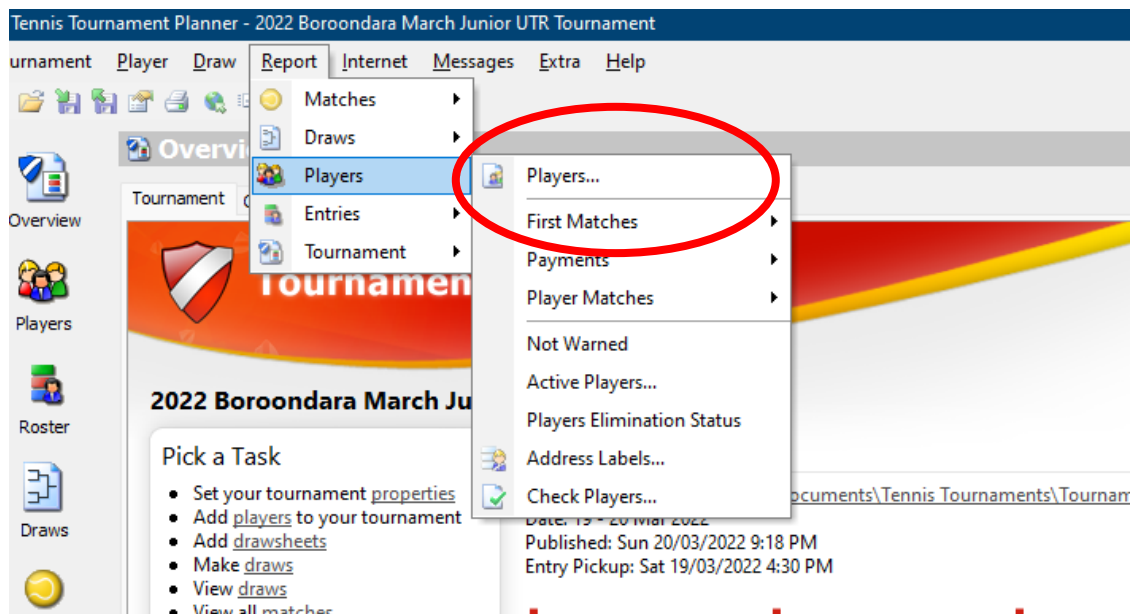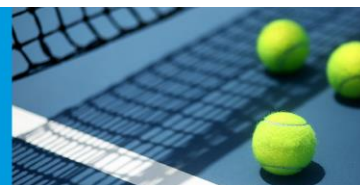
1. Open Tournament on Tournament Planner
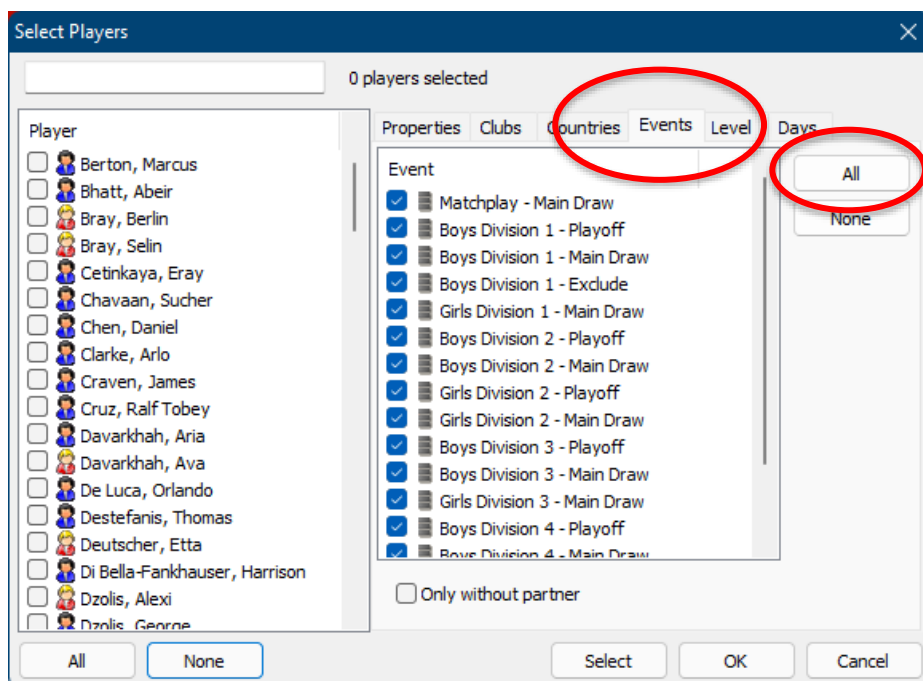

2. Click Report → Players → Players
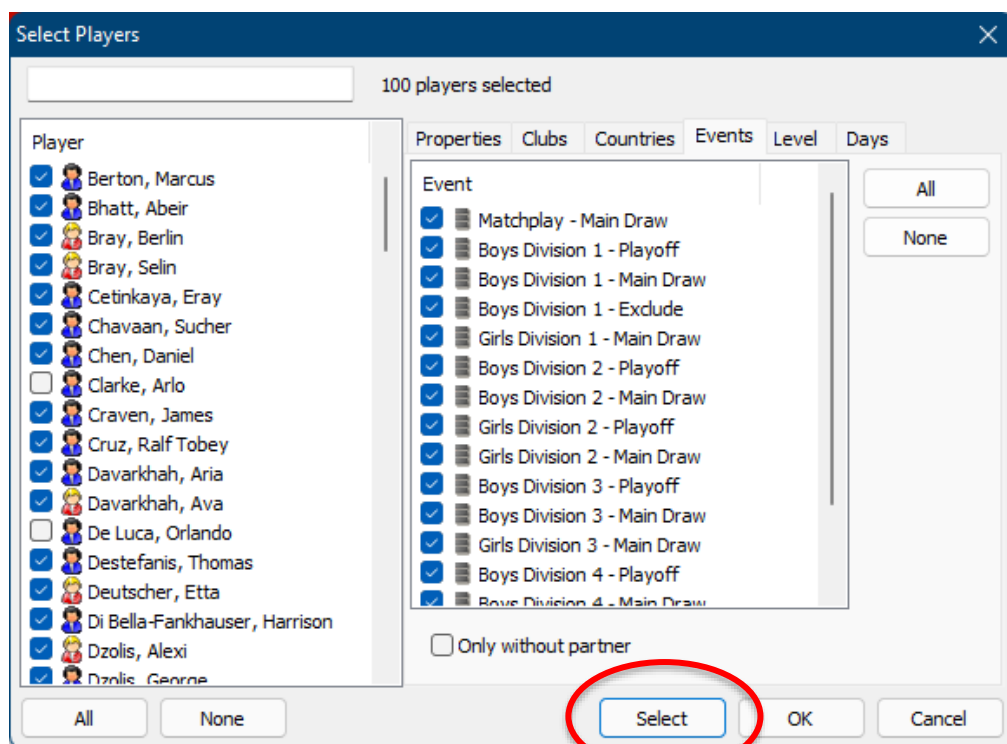
3. Select the events tab and click "ALL" on the right-hand side. Uncheck any "Exclude" events.

4. Click on the "Select" button on the bottom to select all players in the selected events and click "OK"

5. From the "Print Players" pop-up, ensure Name, Firstname and email are selected and click the "Excel" button

6. Save the file
7. Open the document from where you saved it
8. Select the email heading and all the email addresses down the column

9. Copy and paste the selection below the list

10. With the pasted list AND Email heading selected Click the Data tab > Remove Duplicates, or use the keyboard shortcut Alt>A>M

11. Select OK to ensure the list does not contain duplicates
12. Copy these email addresses and paste into BCC in your email program. Recommended you do approximately 100 emails in each email.