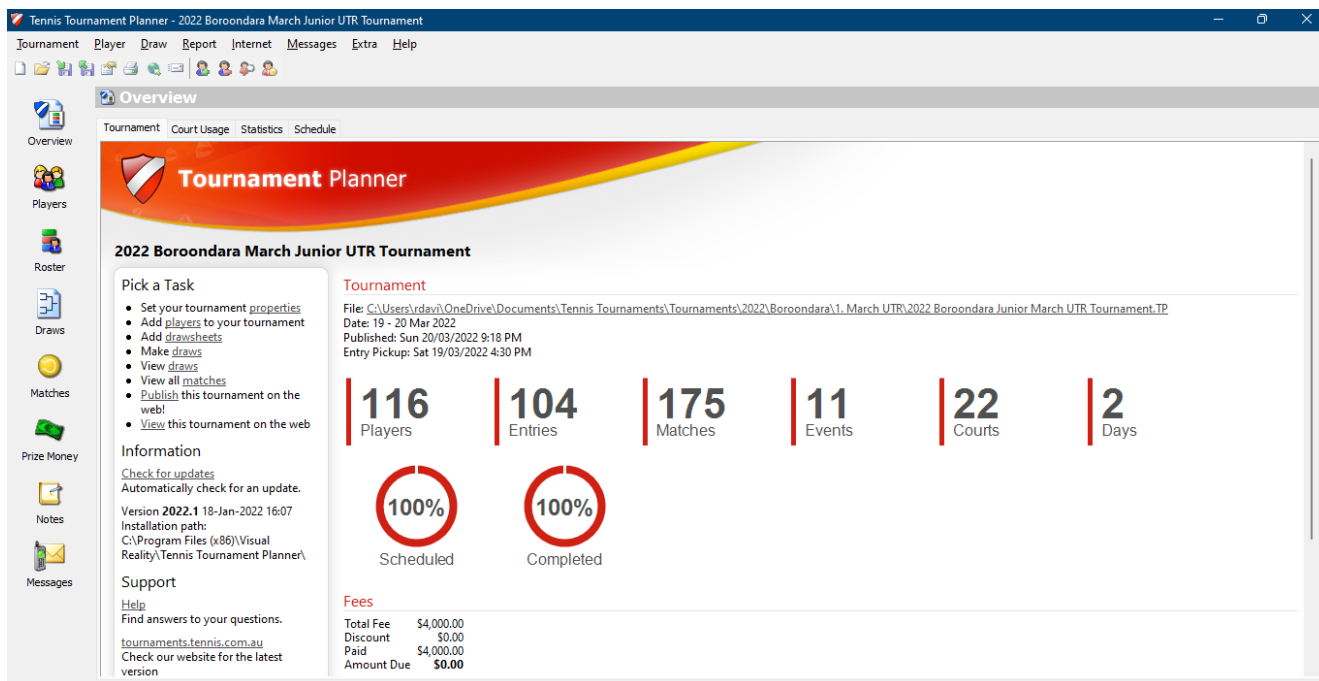
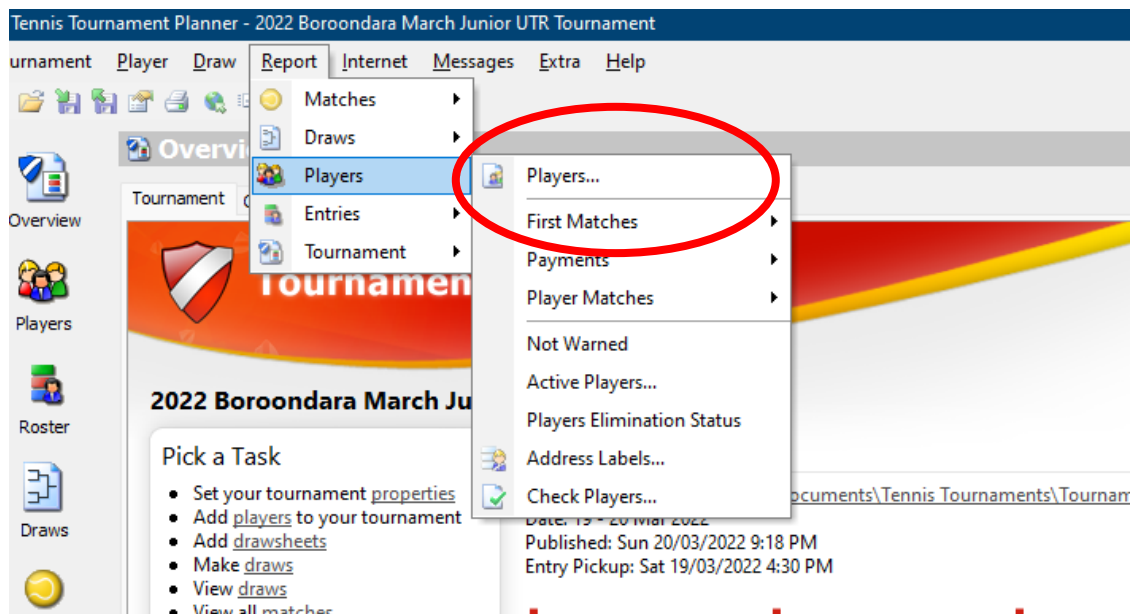


EMAILING PLAYERS

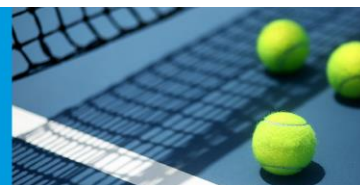
1. Open Tournament on Tournament Planner



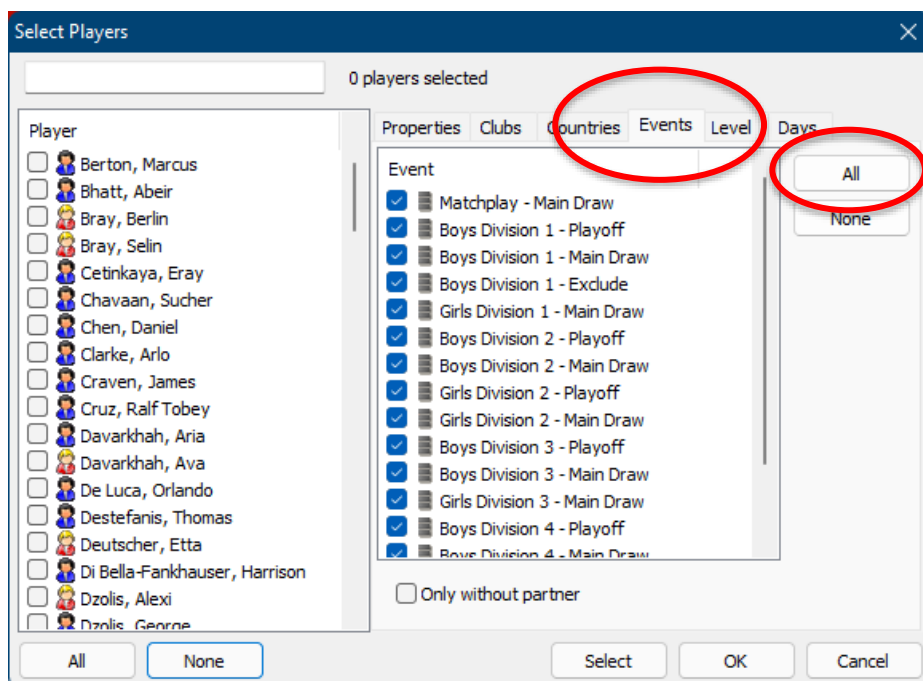
2. Click Report → Players → Players



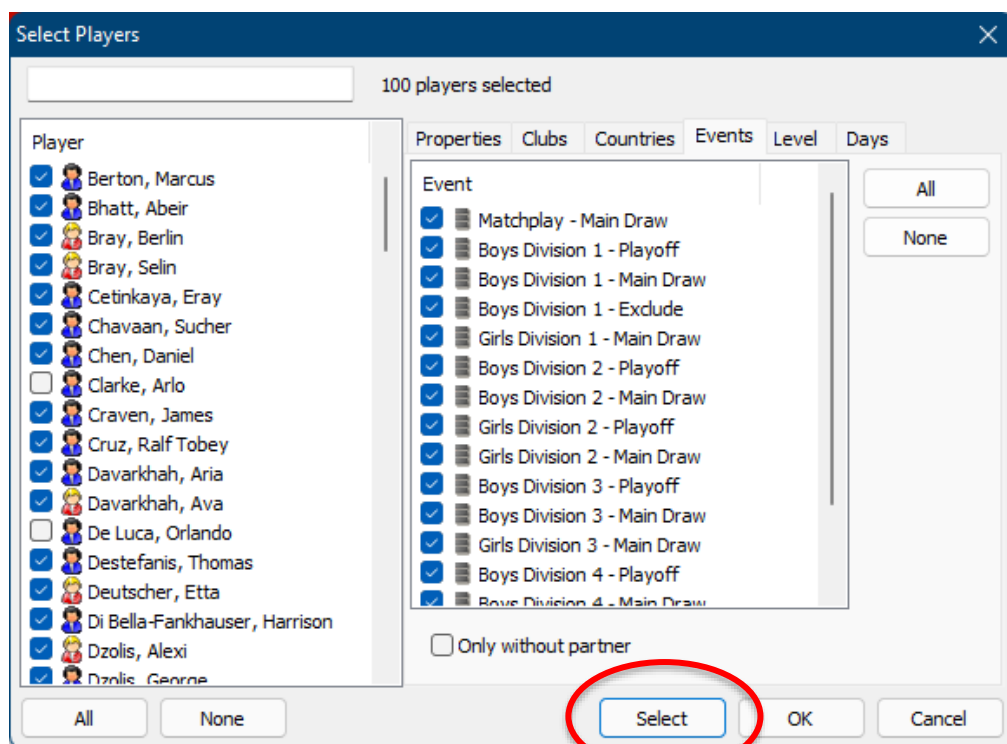
EMAILING PLAYERS



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"



EMAILING PLAYERS



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

Print Players

Select Fields

Field

- ☐ No.
- ☒ Name
- ☒ Firstname
- ☐ Middle name
- ☐ Address
- ☐ Address 2
- ☐ Address 3
- ☐ City
- ☐ State
- ☐ Postal Code
- ☐ Country
- ☐ Phone Home
- ☐ Phone Work
- ☐ Mobile
- ☒ E-mail
- ☐ DOB
- ☐ Gender
- ☐ Member ID
- ☐ Club
- ☐ District
- ☐ Rating 1
- ☐ Rating 2
- ☐ Num. Events
- ☐ Events

All None

Order: Name

Preview Excel Close

- Save the file
- Open the document from where you saved it
- Select the email heading and all the email addresses down the column

AutoSave Off

Players 2022 Boroondara March Junior UTR Tournament.XLSX

File Home Insert Page Layout Formulas Data Review View Developer Help

Calibri 11 A⁺ A⁻ B I U Font Alignment Number

Undo Clipboard Font Alignment Number

fx Email

	A	B	C	D	E	F	G	H
1	2022 Boroondara March Junior UTR Tournament							
2	Players							
3	Tennis Tournament Planner - tournaments.tennis.com.au							
4	Name	Firstname	Email					
5	Androusc	Aris						
6	Aretis	Elyssa						
7	Arunpreet	Roghan						
8	Basist	Benji						
9	Basist	Darcy						
10	Beaini	Daniel						
11	Berton	Marcus						
12	Bhatt	Abeir						
13	Bray	Berlin						
14	Bray	Selin						
15	Cetinkaya	Eray						
16	Chavaan	Sucher						
17	Chen	Daniel						
18	Craven	James						
19	Cruz	Ralf Tobey						

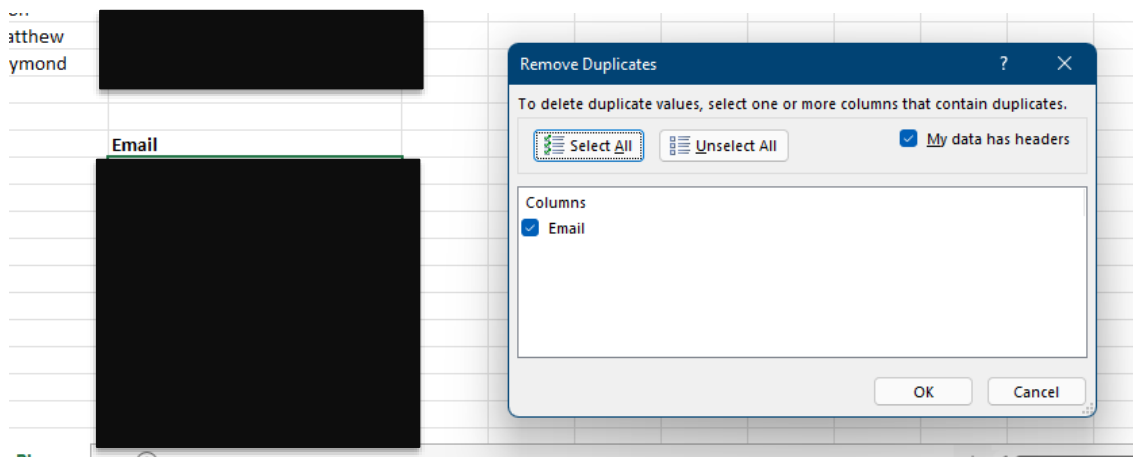
EMAILING PLAYERS



- Copy and paste the selection below the list

3	Whitehead	Piper	
3	Xu	Richard	
0	Xu	Zeyi	
1	Yan	Zach	
2	Yu	Leon	
3	Zandona	Matthew	
4	Zhao	Raymond	
5			
6			
7			
8			
9			
0			
1			
2			
3			

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



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

