Sending Renewal Invites



Log into Athletics Ireland membership system HERE

Scroll over where it says Welcome NAME, and select: **Club User** for Club Administration



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Click on **Communications** on the top menu bar next to 'Welcome' **Tick** the box next to the persons Life Reg ID that you would like to invite to renew and click **Proceed**.

Athletics Ireland			Club Management Communications	Services	
Email Renewal Invites	44.10				
Email Templates (0)					
Newsletter Runs	EMAIL RENEWAL INVITES				
	View invite logs				
	Select year: 2019 2020 Reg Life ID Firs	0 2021 t/Last Name		arch Clear	
	Reg Life ID 🔶 Firs	st Name 🜲 Last Name 🌲	Email 🔶 Ag	je 🔷 Gender 🔷 Expire Date 🔶	
	34123 Sar	rah Courtney O Sullivan	Sarah Courtney O Sullivan	FEMALE 31/12/2021	
	✓ 34123 Ler	n Browne	Len Browne	MALE 31/12/2021	
	34123 Kat	te Hannigan	Kate Hannigan	FEMALE 31/12/2021	
	34123 An	nette Hannigan	Annette Hannigan	FEMALE 31/12/2021	
	Proceed				



Sending Renewal Invites



Add in a custom message to send to all invites and select **Send Now.** A renewal link will automatically be added to the email for you.

K Back
SEND RENEWAL INVITES
Emails: 1) test@test.ie 2) 123@bot.ie 3) joe@bloggs.com
It's time to renew your membership to Club AB AC. We look forward to having you as a member for 2023
Kind regards, Club Admin
Send Now
Flease note, senaing may take some time.

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After you click send now, it will bring you to the invite logs and show you the status of the mails sent in that session.

《 🏠 LOG			
Created Date	11/11/2022		
Status	COMPLETE		
Send Date	Email	Members	Status
11/11/2022 15.15 11/11/2022 15.15 11/11/2022 15.15	test@test.ie 123@bot.ie joe@bloggs.com	Joe Test Mary Bloggs Joe Smith	COMPLETE COMPLETE COMPLETE

