

Club Email Cheat Sheet



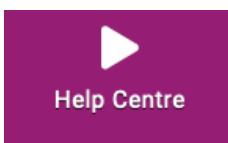
This guide has been designed to assist you in the process for managing club emails to members on the Canoe Racing New Zealand (CRNZ) Club Membership & Paddler Portal.

To get started please create a user profile, complete the two credentials and email membership@crnz.org. Once you complete this our team will connect with you to set up your Administrator Access.

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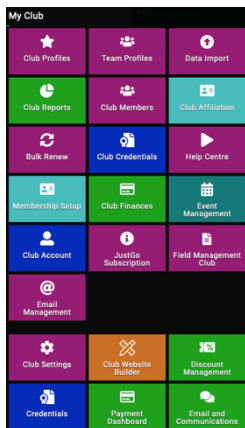
Help Centre



There are helpful videos and resources available to club administrators additional to the Administrator Guides provided by CRNZ.

If unsure, if you have any questions or if you require assistance, please contact us at membership@crnz.org

Administrator Access



To manage club roles the person must hold the Club Administrator access.

Once administrator access is given you will be able to access more tiles (Functions) to the left hand side of your menu screen.

Each of these tiles will give you access to either set up or manage club activity.

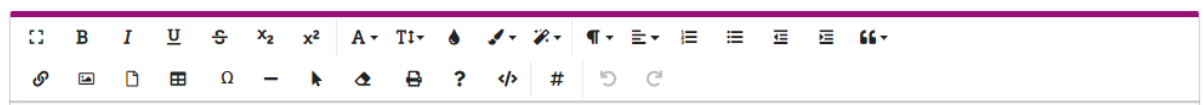
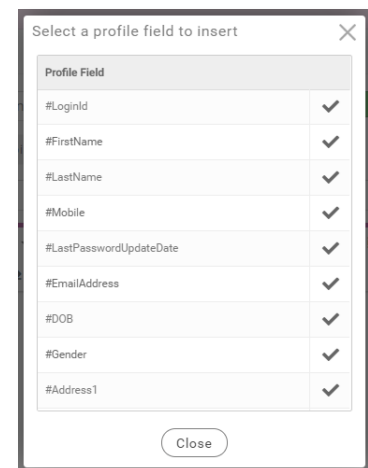
There is further information how to manage each of the following features and functions in the additional Administrator Guides.

Update Member Roles

In the Club Email functionality there is the ability to add in profile merge fields which pull directly from the recipients' profile allowing you to personalise your communication.

For example, rather than beginning your email with "**Dear All**" or "**Dear Members**", you can begin it with Dear **#FirstName**. This will read the data in the recipients First Name field and the recipient (named Samantha) will receive "**Dear Samantha**".

You can manually type in any of the merge fields listed below within your email, or you can select them from a list by clicking the "#" from the formatting panel of the email.



When you locate the desired profile field, click on the tick box to the right-hand side and this will insert the field into your email body.

Update Member Roles

#LoginId

Member's Username that is used for logging into their Account

#FirstName

Member's First Name

#LastName

Member's Last Name

#DOB

Member's Date of Birth

#Gender

Member's Gender

#MID

The Member's Membership/Account Number.

#Mobile

Data in the Contact Number of the Member's Account

#EmailAddress

Email Address on Member's Account

#Address1

Data in Line 1 of the Address Field on the Member's Account

#Address2

Data in Line 1 of the Address Field on the Member's Account

#Town

Data in the Suburb Field on the Member's Account

#County

Data in the State Field on the Member's Account

#Country

Data in the State Field on the Member's Account

#PostCode

Data in the Post Code field on the Member's Account

#JoiningDate

The date the Member signed up in the system for an account. For imported Member's this field will be blank.

#LastPasswordUpdateDate

Date Member last updated their password