

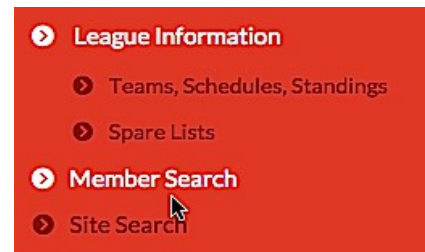


Royal Kingston Curling Club

Member Search – send an email to another member (or members)

The website protects member's email addresses. The **Member Search** feature lets you find a member and send him or her an email. You can also use Member Search to find phone numbers.

1. Logon to the RKCC website
2. Click the **Member Search** link under the Member Menu.



3. Enter your search criteria. You need to enter some value – eg. first part of last name

A form titled 'Member Search and Contact' with two input fields: 'First Name:' and 'Last Name:'. The 'Last Name' field contains the text 'doe'. Below the fields is a red 'Search' button with a white arrow pointing to it. Below the button is the text: 'You must enter at least one search value.'

4. You then see the names found that match your search criteria. You can retrieve phone numbers.

A table titled 'Member Search and Contact' showing search results. The table has columns for NAME, GENDER, RATING, HOME PHONE, WORK PHONE, CELL PHONE, and EMAIL. One result is shown: Jane Doe, Female, E4 rating, with a cell phone number 613-111-2222 and a checked email checkbox. Below the table is a red 'Email All Selected' button.

NAME	GENDER	RATING	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
Doe, Jane	Female	E4			613-111-2222	<input checked="" type="checkbox"/>

5. To email, check the EMAIL checkbox for the person(s) that you want to contact via email
6. Click the **Email All Selected** button
7. You then enter the **Subject** and **body** of the email and press **Send Your Email**