Email Tips for New Managers

There are many ways to communicate with your team via email. The key is to find the tool that works best for you. Below please find an explanation on how to use two options that many managers use.

"Team Wall"
    Summary
    Once you have registered on Sports Illustrated Play (SIP) as the team manager you will find additional tools that enable you to send messages to your team via the "TeamWALL"

    Simply log into your TeamWALL and navigate to the left side menu, scroll down to "Coach Tools" and click on **Email Team or Text Team** respectively. The recipient list will automatically populate to include everyone on your team.

    Please note if you want to only send the email to specific people on your team, you can click the **# Recipients** link and uncheck recipients as needed.

    You can then input a subject, compose your message and when done **Send Email**

    Please note there is no character limit when sending an email, but there is a 130 character limit when sending texts.

    Please note the "TeamWall" is available on the web once you sign in with SIP, in addition there are TeamWall apps for both iPhone and Android devices

    Advantages
    Really easy to get started
    Email list is already set up

    Disadvantages
    Can only be used via the TeamWALL interface
    You cannot add email addresses to the list yourself

"Google groups"
    Summary
    A "google group" is basically a email distribution list with a single email address. It does take some time to get started, but once set up it makes it quite convenient to send email to the your team. Instructions for getting started can be found below.

    Advantages
    All mail sent via your regular email
    New email addresses can be added to the group by you. (Often parents have multiple email addresses they would like to use)
    A group "webpage saves all messages sent to the group for easy reference
    Allows custom subject headers to make it easier to find in one's "inbox"

    Disadvantages
    Needs to be set up

The key is to use a tool that makes it easy for you to reach out to your team

Tips for setting up Google Group for team email
Setting a google group is free, but you do need a google account. If you do not have one already, click here.
Once you have an account, click **here** to create your google group,

Hints for getting started

Email List Group Name
We recommend setting up a name that includes the MSC, gender, birth year and team name by example "MSC B09 Deportivo".

Group email address
Keep it simple the default should be something based on the team name, by example
MSC-B09-Deportivo@googlegroups.com

Group description
Again keep it simple, Email distribution list for MSC B09 Deportivo

Members

Direct Add Members This option is the fastest way to get started.

Simply open your group, click Manage at the upper right corner. This will open the "Members" page, on the left hand side you will see a few options, click on "*Direct Add Members*". This will open a new page where you can add the email address for your list. If you have sent them an email with gmail previously they will pop up automatically. To find the email address for your families simply download the "Coaches Roster" This is found under Coaches Tools after you click on "*Print Rosters*"
For googles directions click here.
Under Email subscription options, be sure to check **All Email:** send each message as it arrives

Please note this method is much easier than sending invitation and waiting for folks to "accept"

Email Options, This is important!
Subject prefix
This makes it easier for everyone to find your messages and save you time too by including it in the header of each message sent to the team. Following the example team above, use the group name and add a space bar for a nice touch:
"MSC B09 Deportivo | "

Email footer
Make sure the following options are checked:
        Display how to post to this group by email.
        Display MSC 09 Deportivo's group webpage URL.
Post replies
The default option is to the entire group. Definitely change this to "To the author of the message only"

Quite often parents will respond with a question to you only and send it to the entire group.

We hope this helps!
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