Sending Password Reset Emails

Sending a bulk email to members that haven't previously been sent a reset email.
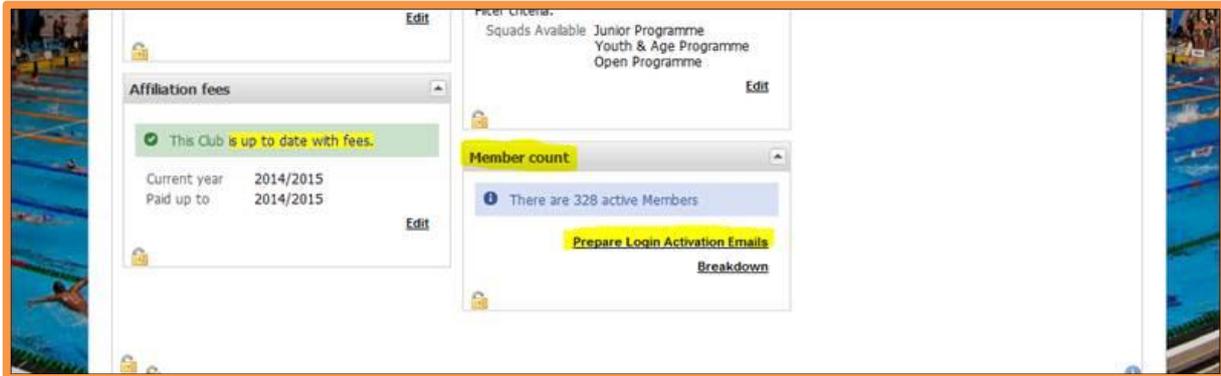
1 Club Administrator or Regional Administrators need to go into the club page on the database.

2 Down the bottom of the page you will see a box that says "Member Count" there is a button in this box that says "Prepare Login Activation Emails" click this button and follow the prompts to send out password reset emails.

Clicking this button will bring up a list of members who have not been sent a password reset email yet.
Please note that all members need to have an email address against their profile in the database to receive a password reset

Members that have previously been sent a reset email.

1 Club or Regional Administrators will need to go into the individuals profile in the database.

2 There is a "Web Access" box in the middle of the page. This box has a "Password Reset Email" button, click this to send the password reset email.