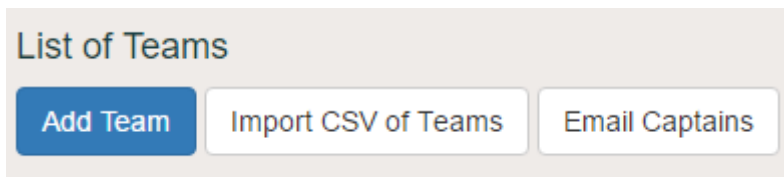
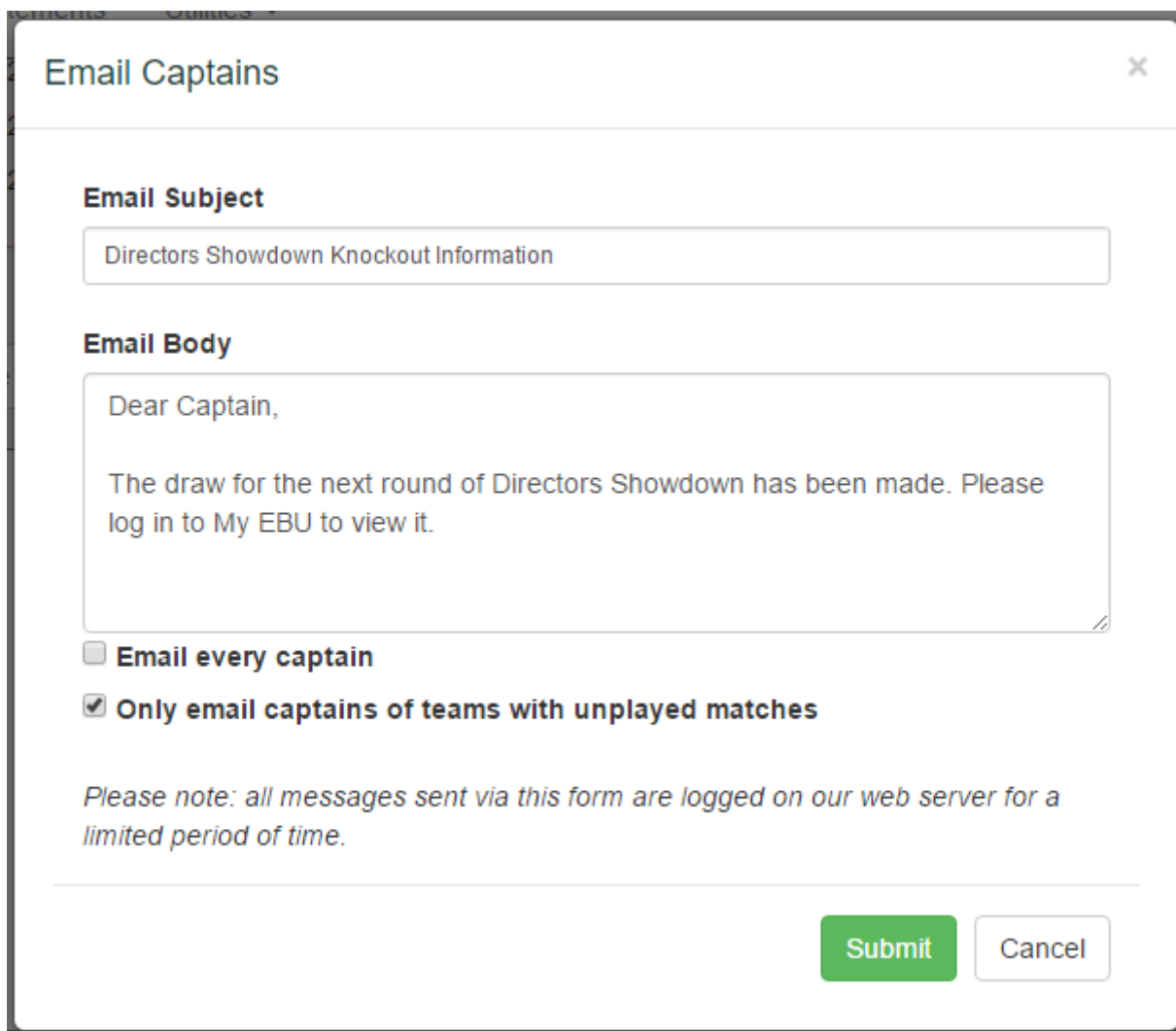


Emailing the captains

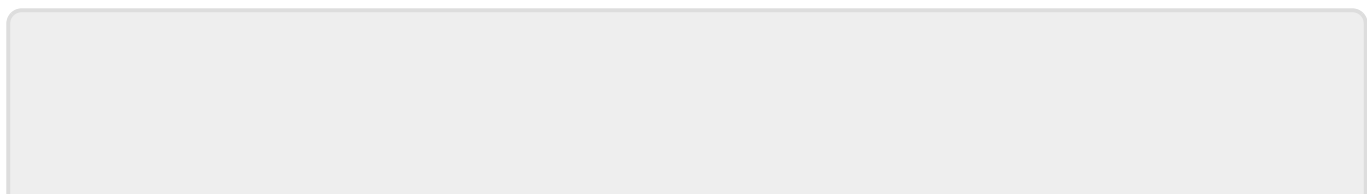


Above the list of teams, you will find a button to *Email Captains*, which you can use to send a group message to all of the captains of the teams. When you press the button you will see a form like this:

A screenshot of a modal window titled "Email Captains" with a close button (X) in the top right corner. The form contains the following elements:

- Email Subject:** A text input field containing "Directors Showdown Knockout Information".
- Email Body:** A larger text area containing "Dear Captain," followed by "The draw for the next round of Directors Showdown has been made. Please log in to My EBU to view it."
- Options:** Two checkboxes. The first is "Email every captain" (unchecked). The second is "Only email captains of teams with unplayed matches" (checked).
- Disclaimer:** A note in italics: "Please note: all messages sent via this form are logged on our web server for a limited period of time."
- Buttons:** A green "Submit" button and a white "Cancel" button at the bottom right.

Here you can change the subject and body of the email. You also have the choice to email every captain in the Knockout, or just the captains who currently have unplayed matches pending.



From:

<http://www.ebu.co.uk/member-wiki/> - **EBU Members Area Wiki**

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