

How to send Login information to all current CCs or Students.

How to find your current CCs and send Login information to them.

Click **Advanced Search** in the side menu.

Search Category:

Club Counsellor

District: 1470

Active: 1

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Select Club Counsellor in the Search Category.

Select District as first search criteria and write the number of your own district in the field.

Select Active as second search criteria and write "1" .

By writing "0" (zero), you would get all CCs not marked as Active.

By omitting Active as search criteria, all CCs in your district would be shown both marked and not marked as Active in their Account tab.

Remember that searches made can be saved as **Templates** – see the guide to CCs.

Click **Search** in the bottom right corner to perform the search.

This is part of the result:

Full Name	Email
Frank Andersen	svinget@123mail.dk
Anders Rytsel	anders@rytsel.dk
Andreas Toft Fensvig	andreas@fensvig.dk
Arne Overgaard Hansen	aohansen@post.tele.dk
Axel Petersen	axel@petersen.mail.dk
Bodo Joachim Crenzien	aabcrenzien@privat.dk
Carsten Jensen	thjensen.vvs@get2net.dk
Charlotte Bastiansen	charlotte@bastiansen.dk
Christen Würtzen Rindorf	c0020@rindorf.dk

How to find your current Students and send them Login information.

Click **Advanced Search** in the side menu.

Search Category:
Student All
YEP Team 07/08
Home District 1470
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A
N/A

Select **Student** in the Search Category.

Select **Yep Team** as first search criteria and write name of team in this field.

Then choose your own District as second search criteria.

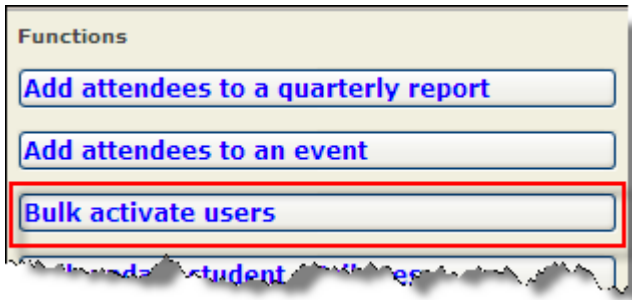
Remember that searches made can be saved as **Templates** – see the guide to CCs.

Click **Search** in the bottom right corner to perform the search.

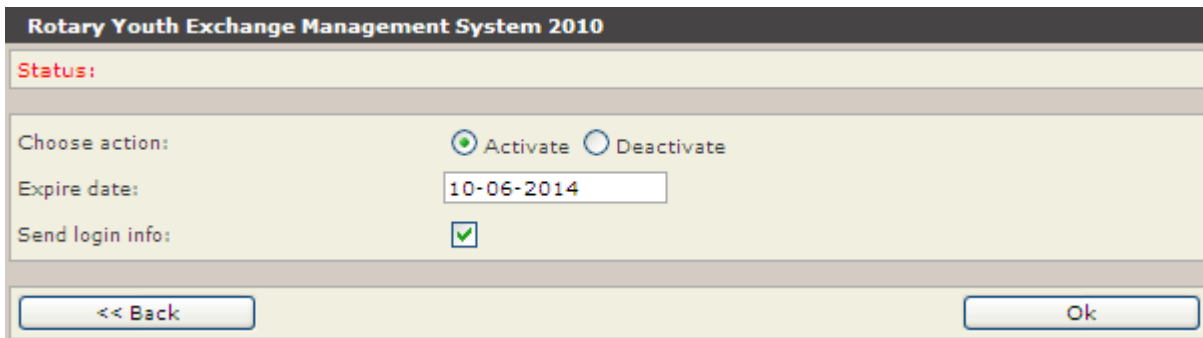
This is part of the result:

Full Name	Email
Andersen, Nanna Kraghede Yding	nanna_yding@hotmail.com
Andersen, Natasha Maria Lund	natasha@ready.dk
Bonfils, Sigrid Katarina	sigrid@ofir.dk
Clasen, Camilla Skjoldgaard	skjoldgaard@hotmail.com
Eberhard, Kristine Elisabeth	kristine.eberhard@mail.dk
Felby, Josefine Cordes	josfinecf@hotmail.com
Frees, Josefine Lynge	oehlenschlaeger@privat.dk
Henrichsen, Jesper	jesper.henrichsen@gmail.com
Hornsløth, Cecilie Naae	rotary.yep.1470@gmail.com

Bulk Activate User



Click Bulk active users



You can choose to Activate og Deactivate the selected users.

Click Ok to perform the action.