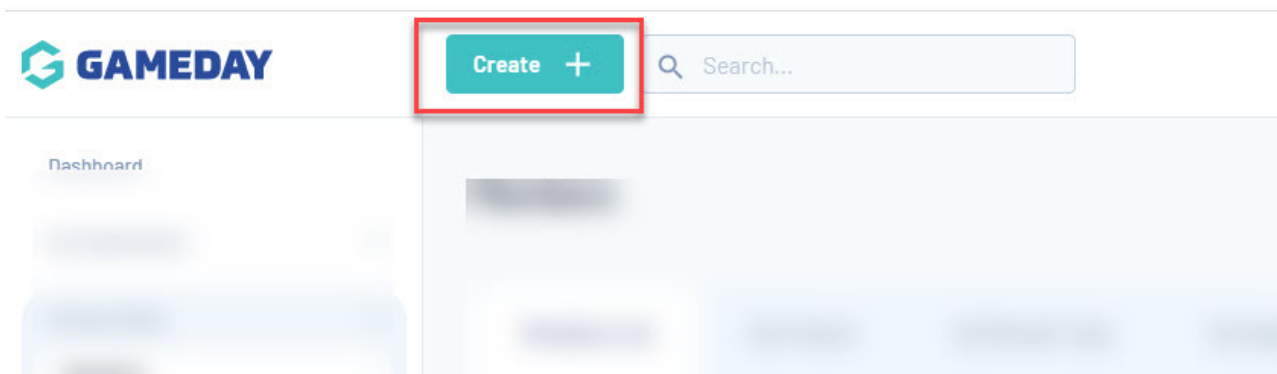


How do I create an email template?

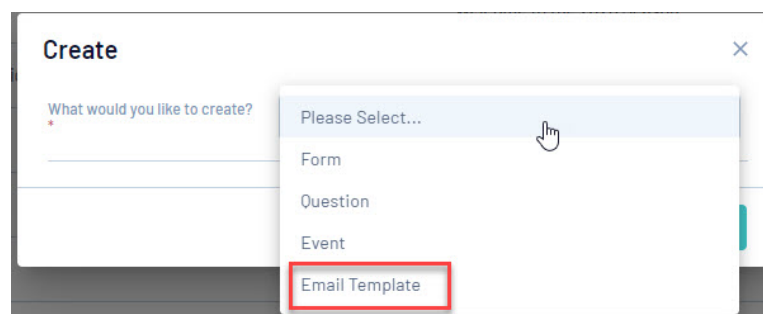
Last Modified on 21/04/2021 11:14 am AEST

You have the ability to create an email template in which has a pre-existing information already within the email that you can use when sending to members.

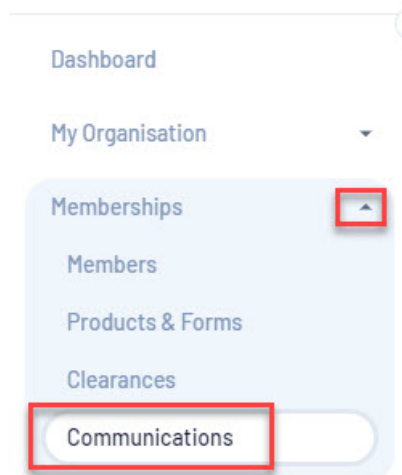
1. Click the **CREATE** button from the page you are on.



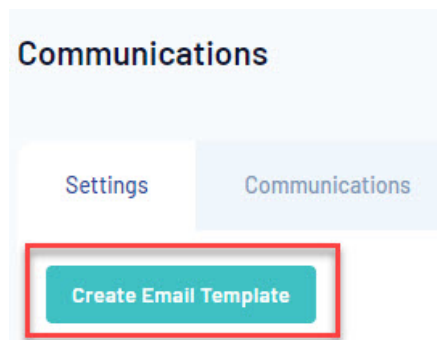
2. Select **EMAIL TEMPLATE** from the list of options.



Or click the arrow against **Memberships**, and click on **Communications**.



3. Under the Settings tab, select **Create Email Template**.



4. Input the **Email Template Name** - this is the name of the template that will only be shown internally so you know what this email template is about, when you go to email members.

Email Template Name *

Membership about to expire

5. Input the **Subject**- this is the subject line that will appear as the "title" when this email is sent to members.

Subject

Your upcoming membership is about to expire

6. Input a **description** if you wish- this is not compulsory and will only show internally - this is basically used if you need extra information about what/who this email template is for.

7. Input the your information as **Message Plain Text** or **Message Rich Text** - this is the information that members will see in the email.

- **Message Plain Text** doesn't support bold, italic, colored fonts, or other text formats. It also doesn't support pictures that are displayed directly in the message body. Users sometimes

put information is as plain text as some email accounts do not allow for fancy fonts and formatting.

- **Message Rich Text** allows you to inout fancy fonts and formatting, like bolds, italics, etc.

NOTE: currently we do not have the functionality to upload images or documents to templates. Our team is looking at allowing this in future.

Message Plain Text

Your upcoming membership is about to expire. Please view the following registration form to purchase your new season prod

Message Rich Text

Choose heading ▾ **B** *I* 🔗 ⌵ ⌶ “ ↶ ↷

Your upcoming membership is about to expire.

Please view the following registration form to purchase your new season membership:

[Registration Form](#)

If you have any questions you can contact us via

- ahjsdfjashdf
- 04213241443

Please make sure you mention the following:

1. *Your name*
2. *Email address*

8. Once happy, click **Save**.

HOW TO I USE ATTACH THIS EMAIL TEMPLATE WHEN I EMAIL MEMBERS?

Follow the steps listed in [sending an email to members](#).

Select the email template you created from the left hand side which will then populate the email based on the template, then continue through with the steps.

Compose your mail

Choose Email Template

Test Email

Membership about to expire

COVID Safe Guidelines

2019 Season Welcome

Member Payment Request

Training Reminder

Member Renewal Email Template

Welcome

Welcome

Subject *

Your upcoming membership is about to expire

Message *

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Please make sure you mention the following:

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