

How do I create a basic email template?

16/06/2025 9:40 am AEST

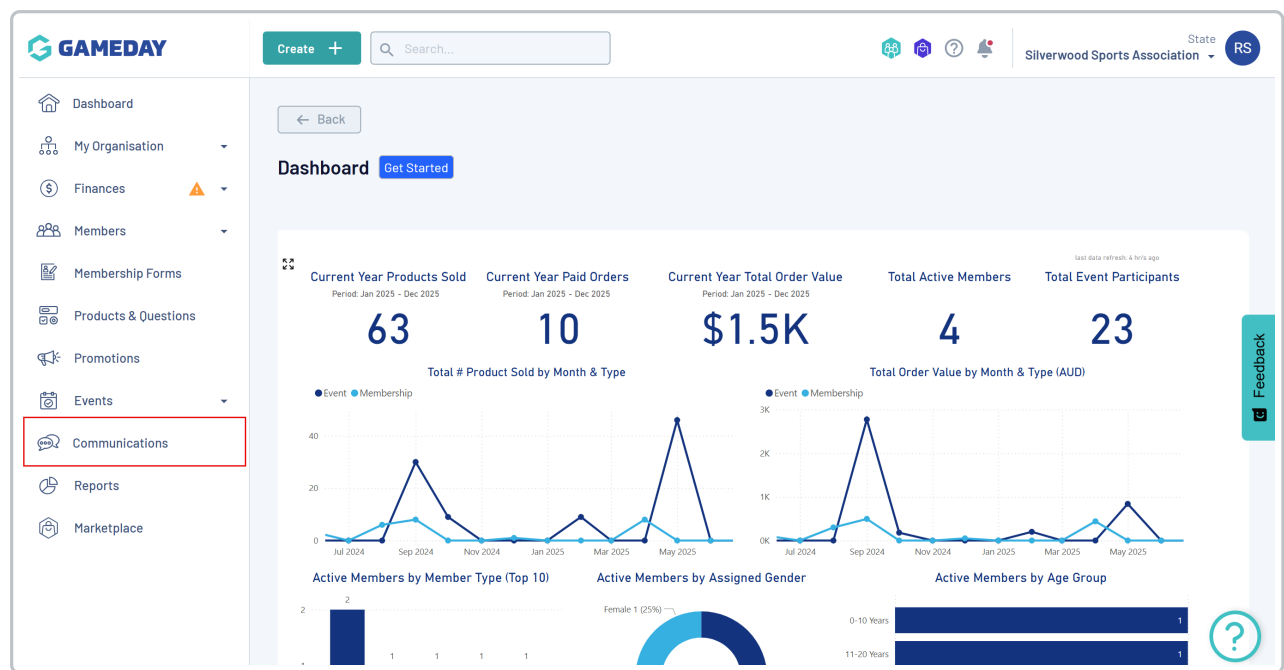
Overview

As an administrator managing a membership database in GameDay, you have the ability to create an email template in order to define the content for any regular communications you will be sending to your members through GameDay.

Step-by-Step

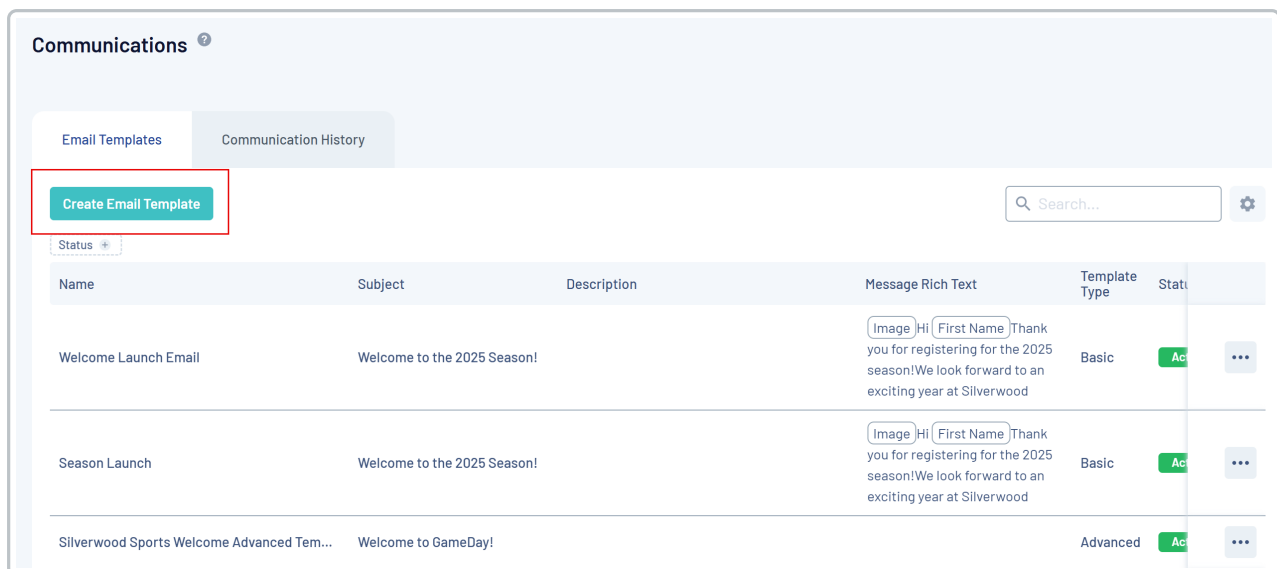
Step 1: Navigate to the Communications section

In the left-hand menu, click **COMMUNICATIONS**

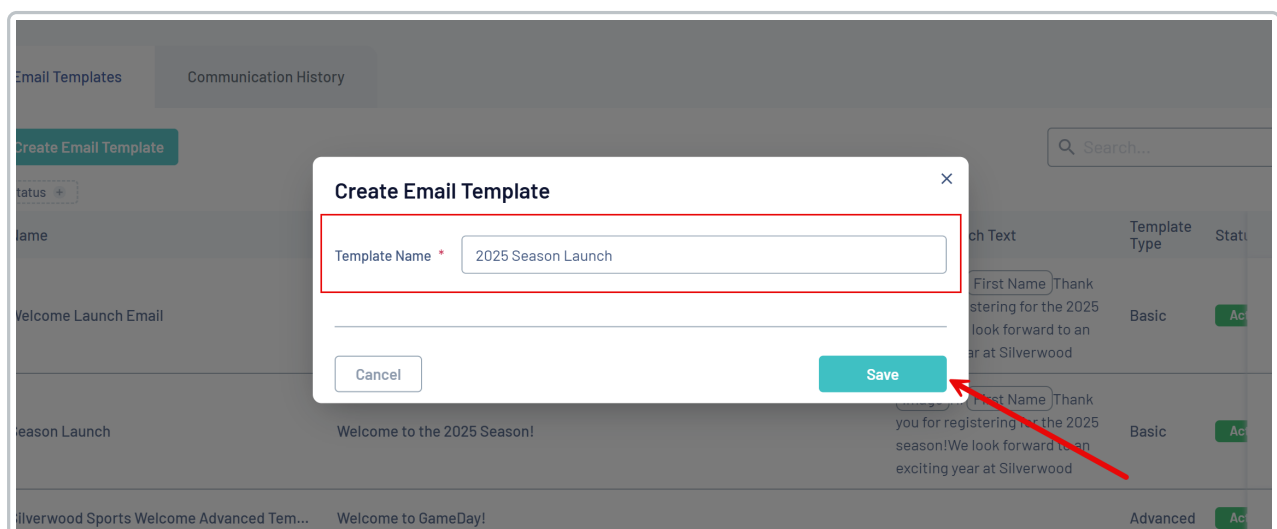


Step 2: Create a new Email Template

In the **Email Templates** tab, click **CREATE EMAIL TEMPLATES**



Give the template a name, then click **SAVE**



Step 3: Enter the basic settings for the Email Template

Complete any relevant information in the **Settings** tab, including:

- **Subject:** The subject line that appears as the title of the email when received by members
- **Description:** An internal description to let other GameDay administrators know what the Email Template should be used for
- **Status:** Specify whether the template is in Draft, Active or Inactive status

← Back

Welcome Launch Email

Settings

Content

Name *

2025 Season Launch

Subject *

Welcome to the 2025 Season!

Description

A brief welcome message for new members

Status *

Active

Step 4: Add your message content

Use the **BASIC** template type to add your message in a rich text editor. This includes the ability to format text with bold, italicised or underlined options, add images and tables to your content, and include First Name and Last Name merge fields to personalise the message.

2025 Season Launch

Settings

Content

Template Type •

Basic

Advanced

Paragraph >

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Hi

First Name

Thank you for registering for the 2025 season!

We look forward to an exciting year at **Silverwood Sports**. You will receive more information on your training pack, key dates and season fixtures in the coming days.

In the meantime, please reach out to support@silverwoodsports.com if you have any queries.

Kind regards,

The Silverwood Team

Cancel

Save



Note: Currently, we do not support the ability to attach documents to Email Templates

Step 5: Save the template

Once you've finalised your content, click **SAVE**

Watch

Your browser does not support HTML5 video.
