GAMEDAY

Create a basic email template

Last Modified on 09/12/2024 11:31 am AEDT

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 **Templates** tab, click **Create Email Template,** give the template a name, then click **SAVE**

Step 3: Enter the basic settings for the Email Template

Complete any relevant information, 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

Step 4: Add your message content

- **Message Plain Text**: Add the plain text version of the content you want to send. This option doesn't support native HTML formatting options such as bold, italic, coloured fonts, hyperlinks, or lists. For accessibility purposes, it is recommended that you add your text

content in this field, as some email clients or browsers may not support HTML formatting.

- **Message Rich Text**: Add the formatted version of your email content here. This option allows you to apply basic HTML formatting options to your content. You can also include an image by copying and pasting the image into the Message Rich Text field.

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**

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