

# How do I send an email to members?

29/09/2025 2:33 pm AEST

## Overview

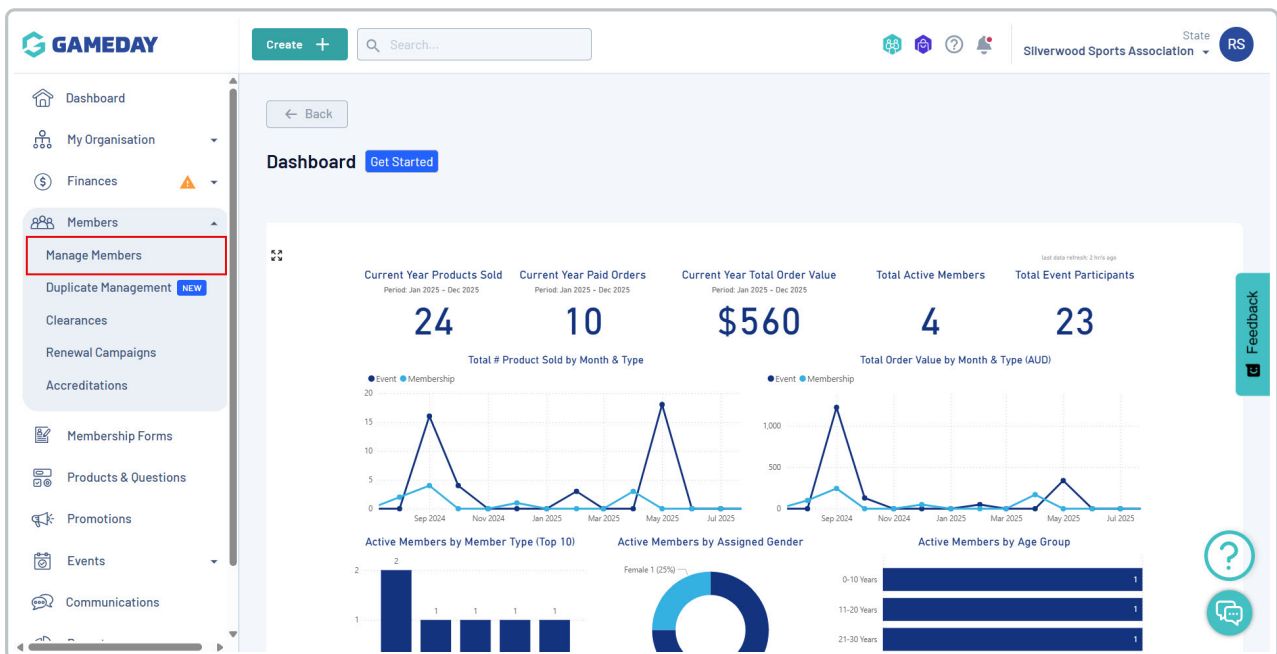
As an organisation managing a membership database, you can use member's provided contact details to send email messages directly through the [Members](#) section of your GameDay database.

This can be done as an ad-hoc email, or you can use your existing [Email Templates](#) to send templated emails as needed.

## Step-by-Step

### Step 1: Navigate to your Member List

In the left-hand menu, click **Members > MANAGE MEMBERS**



### Step 2: Define the group of members to whom you want to send the email

Select the member list tab that best applies to the group of members you want to email. For example, if you want to email all financial members, select the **Financial Filter** tab.



**Note:** To allow flexibility in building your recipient list, you can only email members from the specific Member List views listed below:

- By Product
- Add-on Products

- By Member Type
- By Organisation
- By Season
- Financial Filter

The first tab (**Member List**) does not include the ability to email members.

If needed, you can refine your recipient list further by using the filter options at the top of the list.

The screenshot shows a web interface for managing members. At the top, there is a 'Create +' button and a search bar. Below this is a navigation menu with icons for home, users, currency, and a group of people. The main section is titled 'Members' and has several tabs: 'Profile List', 'By Product' (highlighted with a red box), 'By Add-on Products', 'By Member Type', 'By Member Organisation', 'By Season', and 'By Financial'. Below the tabs, there is an 'Email Member' button and a search bar. A filter bar shows 'Membership Status: Active', 'Member Organisation', 'Product Owner Organisation', 'Product', and 'Date of Birth', with an 'Add Filter' button. The main content is a table of members with the following columns: Name, First Name, Last Name, Product Owner Organisation, Gender at Birth, Gender Identity, Date of Birth, and Member Organisation. Each row has a checkbox on the left for selection.

<input type="checkbox"/>	Name	First Name	Last Name	Product Owner Organisation	Gender at Birth	Gender Identity	Date of Birth	Member Organisation
<input type="checkbox"/>	Aaron Johnson	Aaron	Johnson	Koalas	Male	Male	01/06/2016	Koalas
<input type="checkbox"/>	Adam Bates	Adam	Bates	Silverwood Sports Association	Male	Female	01/06/2006	Lions
<input type="checkbox"/>	Adam Bates	Adam	Bates	Silverwood Sports Association	Male	Female	01/06/2006	Silverwood Sports Association
<input type="checkbox"/>	Adam Bates	Adam	Bates	Ducks	Male	Female	01/06/2006	Ducks
<input type="checkbox"/>	Belle Allsop	Belle	Allsop	Silverwood Sports Association	Female	Non-binary/gender fluid	21/02/1986	Ducks
<input type="checkbox"/>	Belle Allsop	Belle	Allsop	Silverwood Sports Association	Female	Non-binary/gender fluid	21/02/1986	Ducks

### Step 3: Select your members

Use the **CHECKBOX** options on the left-hand side of the member list to decide which specific members will receive the email. Selecting the checkbox at the top of the list will select all members as per the filters applied

The screenshot shows the 'Members' page with a list of members. The 'Email 2 Members' button is highlighted with a red box. The table below shows the members listed:

<input type="checkbox"/>	Name	First Name	Last Name	Product Owner Organisation	Gender at Birth	Gender Identity	Date of Birth	Member Organisation
<input checked="" type="checkbox"/>	Aaron Johnson	Aaron	Johnson	Koalas	Male	Male	01/06/2016	Koalas
<input type="checkbox"/>	Adam Bates	Adam	Bates	Silverwood Sports Association	Male	Female	01/06/2006	Lions
<input type="checkbox"/>	Adam Bates	Adam	Bates	Silverwood Sports Association	Male	Female	01/06/2006	Silverwood Sports Association
<input type="checkbox"/>	Adam Bates	Adam	Bates	Ducks	Male	Female	01/06/2006	Ducks
<input checked="" type="checkbox"/>	Belle Allsop	Belle	Allsop	Silverwood Sports Association	Female	Non-binary/gender fluid	21/02/1986	Ducks

#### Step 4: Start the email process

Click the **EMAIL MEMBERS** button at the top of the list

The screenshot shows the 'Members' page with the 'Email 2 Members' button highlighted with a red box. The table below shows the members listed:

<input type="checkbox"/>	Name	First Name	Last Name	Product Owner Organisation	Gender at Birth	Gender Identity	Date of Birth	Member Organisation
<input checked="" type="checkbox"/>	Aaron Johnson	Aaron	Johnson	Koalas	Male	Male	01/06/2016	Koalas
<input type="checkbox"/>	Adam Bates	Adam	Bates	Silverwood Sports Association	Male	Female	01/06/2006	Lions
<input type="checkbox"/>	Adam Bates	Adam	Bates	Silverwood Sports Association	Male	Female	01/06/2006	Silverwood Sports Association
<input type="checkbox"/>	Adam Bates	Adam	Bates	Ducks	Male	Female	01/06/2006	Ducks
<input checked="" type="checkbox"/>	Belle Allsop	Belle	Allsop	Silverwood Sports Association	Female	Non-binary/gender fluid	21/02/1986	Ducks

#### Step 5: Confirm any last-minute changes to the recipients list

Confirm the recipients to whom you want to send the email, or add other recipients manually using the **Add**

**Another Recipient** button. You can also choose to include parents (based on any parent/guardian details submitted by the member upon registration) in the email.

1 Recipients 2 Messaging 3 Summary

**Emailing 2 members with the following criteria**

List: Members by Product

Membership Status: Active

Include Parent Emails?

Recipients

Name	Email	
Aaron Johnson	aaron@email.com	
Belle Allsop	belle@email.com	

Show 50  Showing 1-2 of 2

[Add Recipients](#)

[Cancel](#) [Back](#) [Continue](#)

Click **CONTINUE** when you're ready to continue



**Note:** If you used the **Select All** checkbox on the member list, the Add Another Recipient button will instead allow you to **Remove a Recipient**

### Step 6: Define the content of your email

Compose your email content from scratch using the **Compose Message** tab, or use the **Select Template** tab to select an existing [Email Template](#) to use as the basis of your message.

Recipients Messaging Summary

### Compose your mail

Message Type \*

Compose Message Select Template

Select Email Template

2025 Season Launch

### Email Preview

Subject

Welcome to the 2025 Season!

I confirm there is no marketing material in this email

Content

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](mailto:support@silverwoodsports.com) if you have any queries.

Kind regards,

The Silverwood Team

Cancel Back Continue Feedback

Click **CONTINUE** when you're happy to proceed with sending the message.



**Note:** The *I confirm there is no marketing material in this email* field is selected and locked off by GameDay. This helps ensure that emails are received by members, instead of landing in their spam or junk folder.

### Step 7: Send your message

Review your message to ensure everything is correct, then click **CONFIRM AND SEND**

### Summary - please review your details

#### Emailing 2 recipients

Include Parent Emails

Recipients

Name	Email
Aaron Johnson	aaron@email.com
Belle Allsop	belle@email.com

Show 5  
Showing 1-2 of 2

⏪ < 1 > ⏩

#### Message Details

Subject

Welcome to the 2025 Season!

Confirm Not Marketing

Content

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](mailto:support@silverwoodsports.com) if you have any queries.


Kind regards,

The Silverwood Team

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This email was sent to <User Email>.

Email content managed by Silverwood Sports Association.



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This email is subject to GameDay Privacy Policy <https://mygameday.app/privacy-policy>.

Please do not reply to this email.



Cancel

Back

Confirm and Send Emails

# Watch

Your browser does not support HTML5 video.

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