



# GAMEDAY

## How do I send an email to members?

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### 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** > **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

### 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

### Step 4: Email the members

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

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

**Note:** If you used the **Select All** checkbox on the member list, this 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.

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

For more information on creating Email Templates, [click here](#).

**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**

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