

How do I send an email to members?

16/07/2025 1:05 pm AEST

Overview

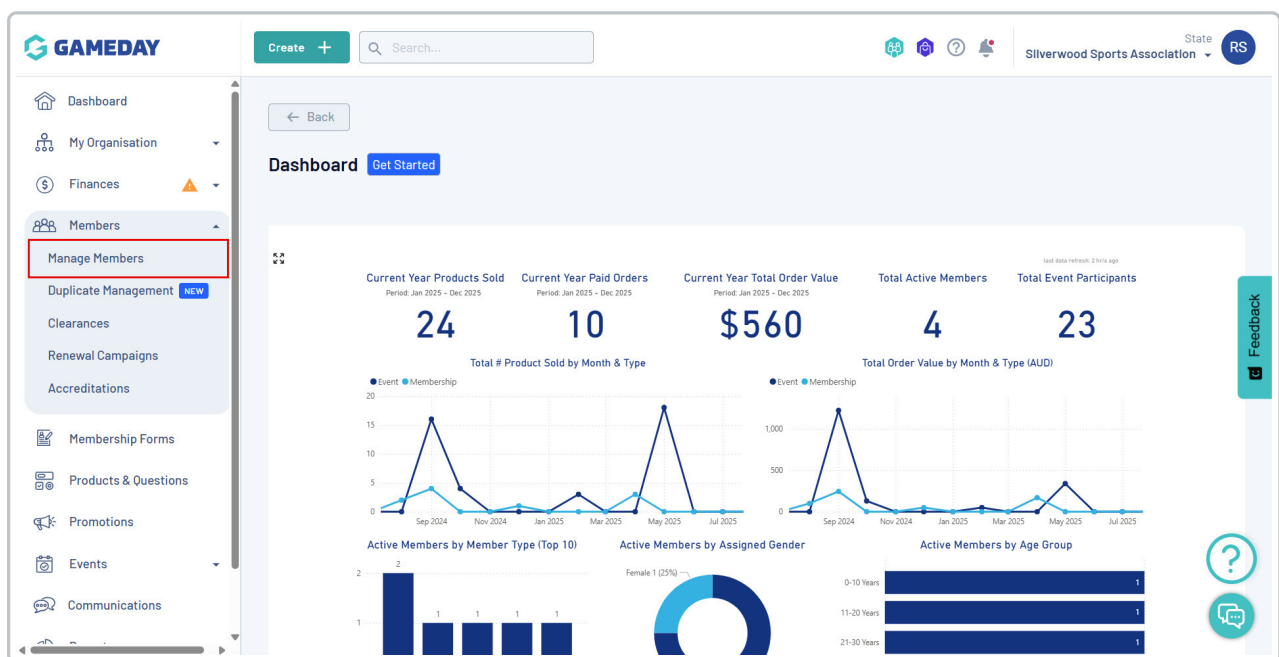
As an organisation managing a membership database, you can use member's provided contact details to send email messages directly through the [Members](#) section of your GameDay database.

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 > 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 the 'Members' page with the 'By Product' tab selected. The page includes a search bar, filter options, and a table of members. The 'By Product' tab is highlighted with a red box.

<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

Members ?

Profile List | **By Product** | By Add-on Products | By Member Type | By Member Organisation | By Season | By Financial

Email 2 Members [Search]

Membership Status: **Active** * Member Organisation * Product Owner Organisation * Product * Date of Birth * **Add Filter** +

<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

Members ?

Profile List | **By Product** | By Add-on Products | By Member Type | By Member Organisation | By Season | By Financial

Email 2 Members [Search]

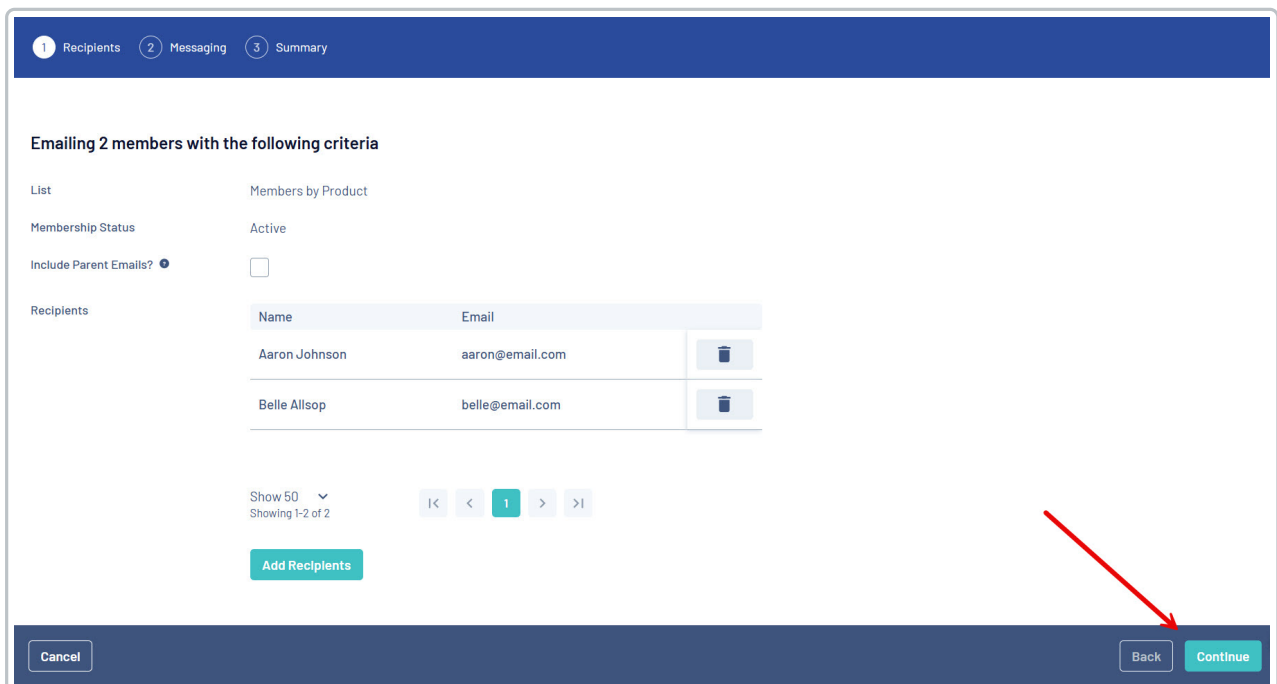
Membership Status: **Active** * Member Organisation * Product Owner Organisation * Product * Date of Birth * **Add Filter** +

<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.



The screenshot shows a three-step process: 1. Recipients, 2. Messaging, and 3. Summary. Under the 'Recipients' step, it states 'Emailing 2 members with the following criteria'. The criteria include 'List' (Members by Product), 'Membership Status' (Active), and 'Include Parent Emails?' (unchecked). Below this is a table of recipients:

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

Below the table, it shows 'Show 50' and 'Showing 1-2 of 2'. There is a green 'Add Recipients' button. At the bottom right, there are 'Back' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button.

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

2 Messaging

3 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 if you have any queries.

Kind regards,

The Silverwood Team

Feedback

Cancel

Back

Continue

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 if you have any queries.

Kind regards,

The Silverwood Team

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.

