



GAMEDAY

How do I view sent emails?

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Overview

As an administrator using the **Communications** feature within GameDay, you can access a log of any email messages you have sent out to your members or participants, including any custom emails, registration success notifications, payment invoices and more.

Step-by-Step

Step 1: Navigate to the Communications section

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

Step 2: Open the Communication History

Toggle over to the **COMMUNICATION HISTORY** tab

This page will show you a history of email campaigns you have sent, including the number of recipients, subject line, message content and send status. The records that appear here could be manually sent emails, confirmation emails and payment receipts, Promo Code allocations or any other system communication received by your members.

Step 3: View a communication record

Click **VIEW** next to a campaign to see more detailed information about the communication

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