How do I send an email to event entrants?

24/07/2025 10:34 am AEST

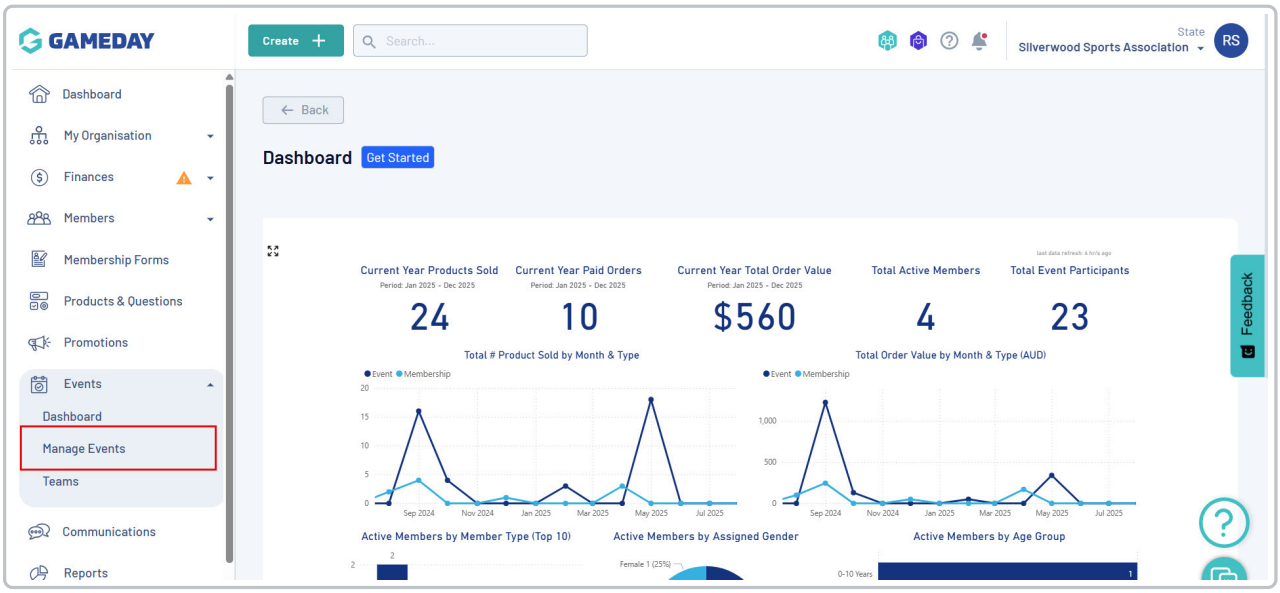
Overview

GameDay administrators can email participants that have signed up for a particular event directly through their GameDay database.

Step-by-Step

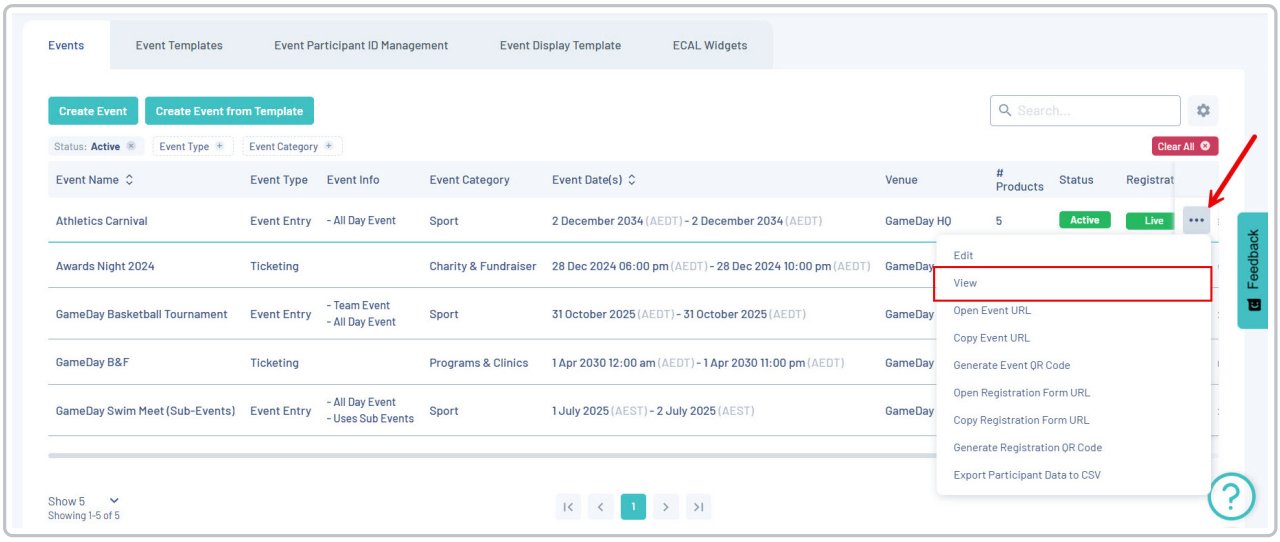
Step 1: Open the Event list

In the left-hand menu, click **Events** > **MANAGE EVENTS**



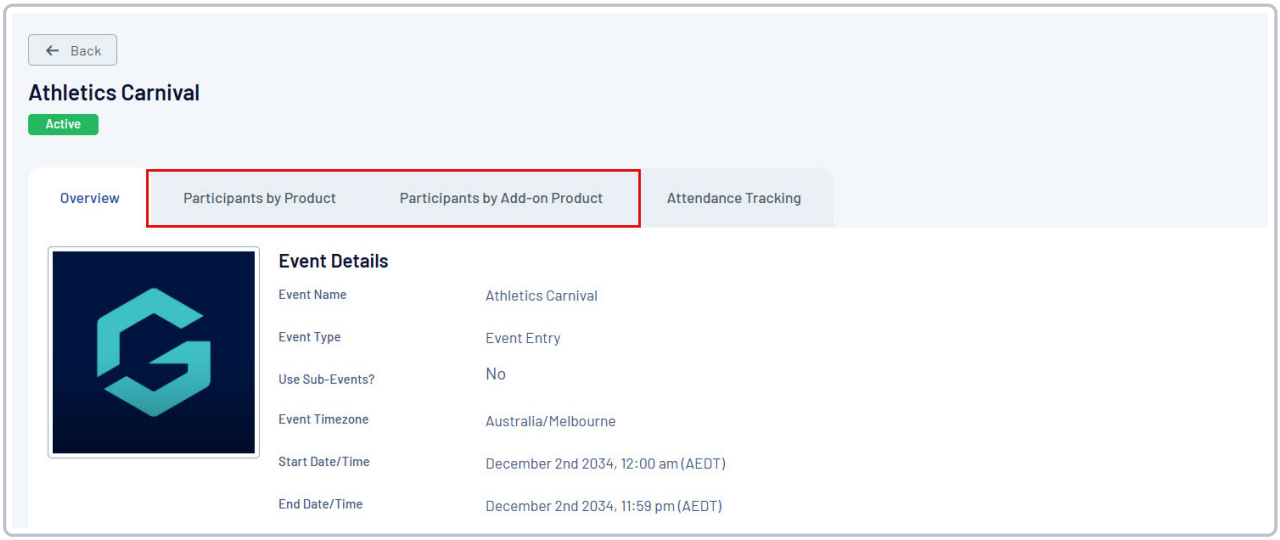
Step 2: View an event

Find the relevant event, then click the **Actions** menu and click **VIEW**



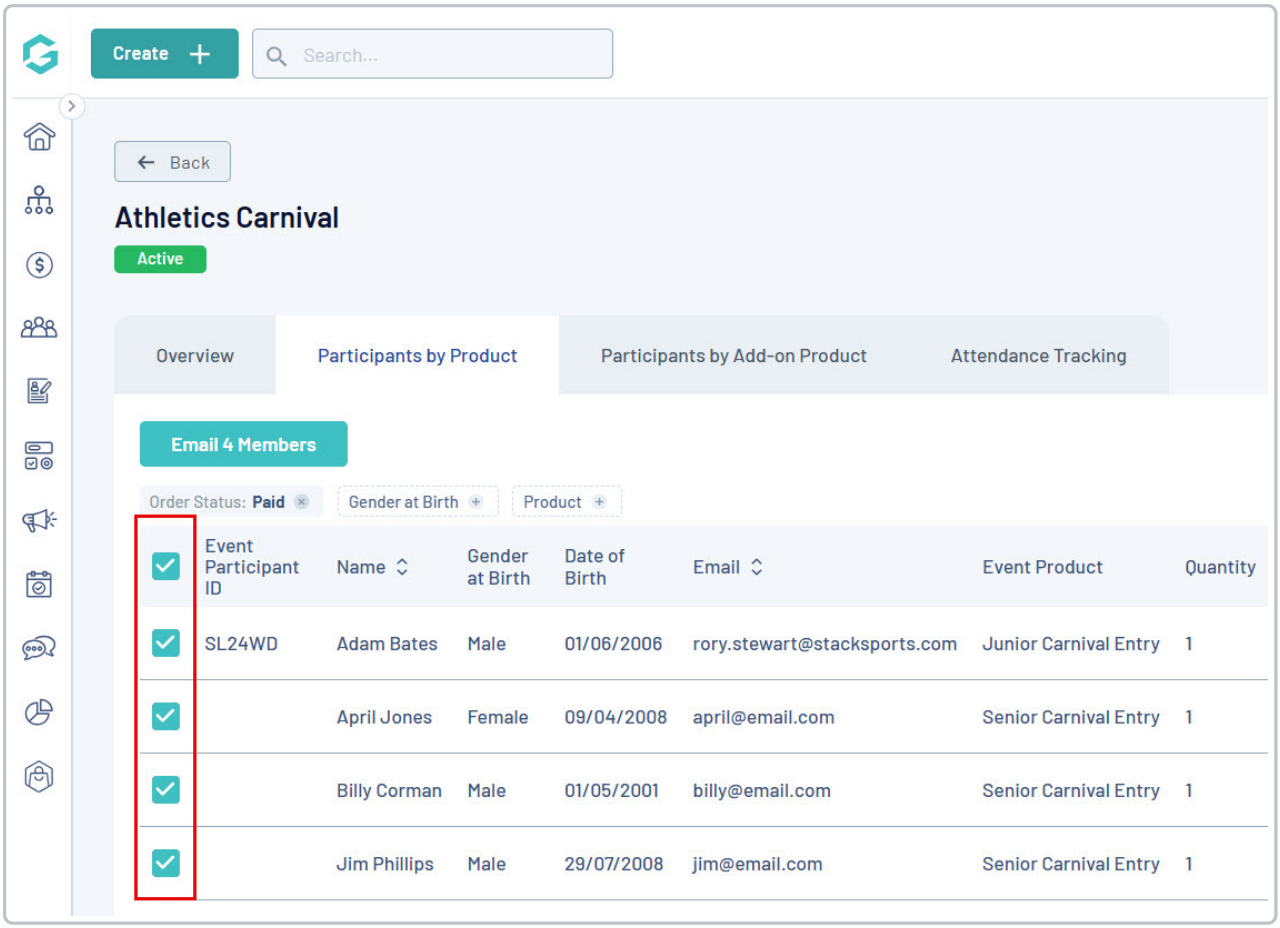
Step 3: Go to your participant list

Go to one of the participant list tabs along the top; for example, the **PARTICIPANTS BY PRODUCT** tab



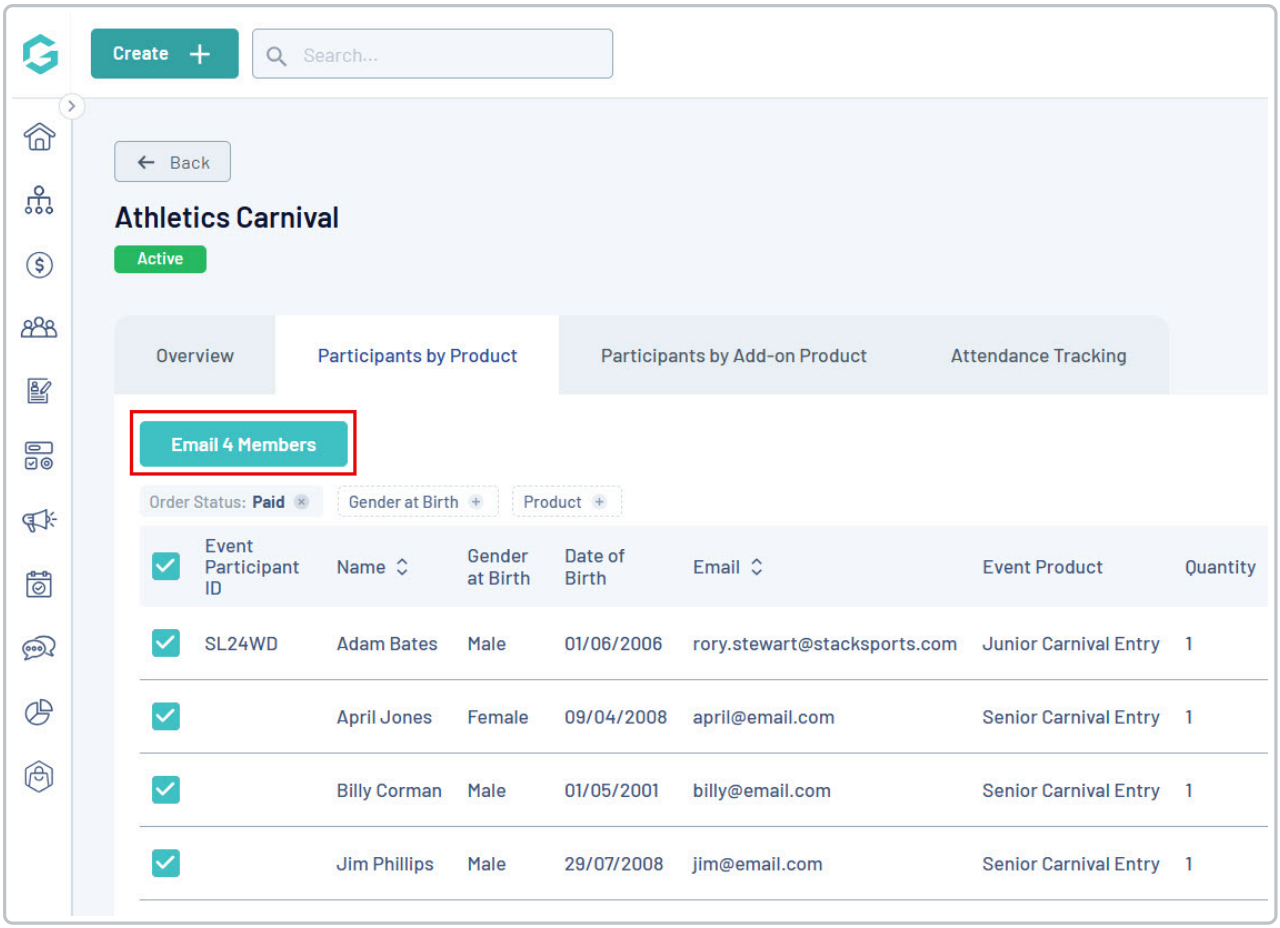
Step 4: Choose the email recipients

To email a specific entrant, tick the checkbox next to the name of the entrant, or if you wish to email all event entrants, click the checkbox at the top of the list to select all.



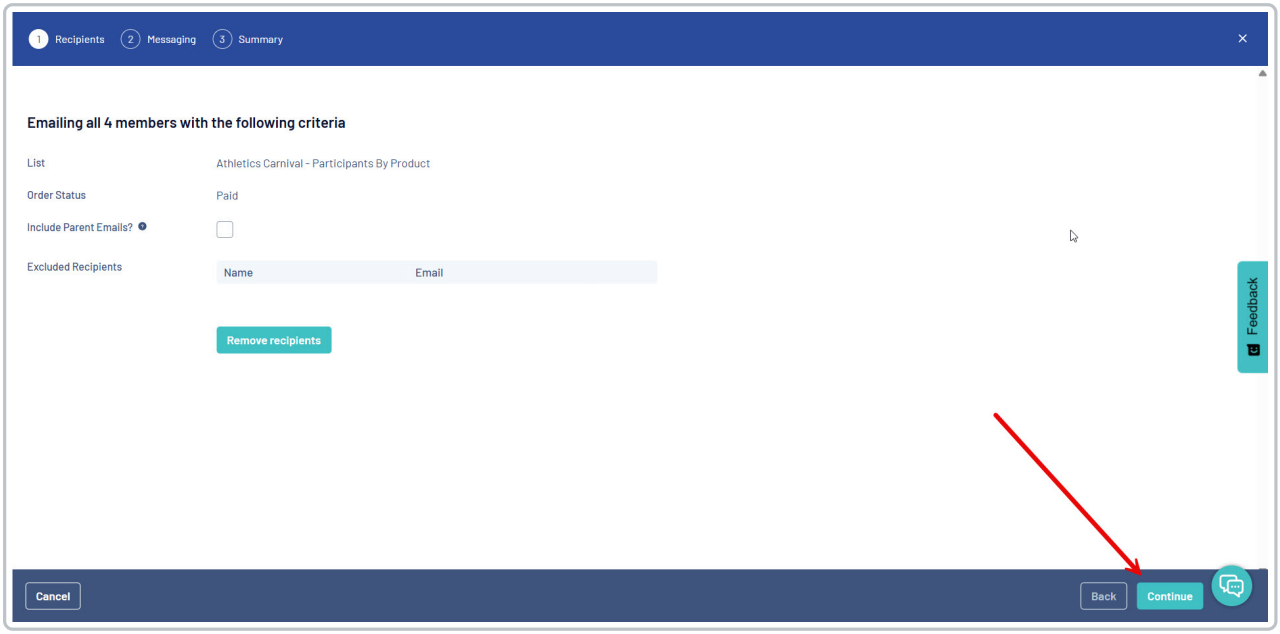
Step 5: Start the email process

Once all relevant entrants are ticked, click **EMAIL # MEMBERS**



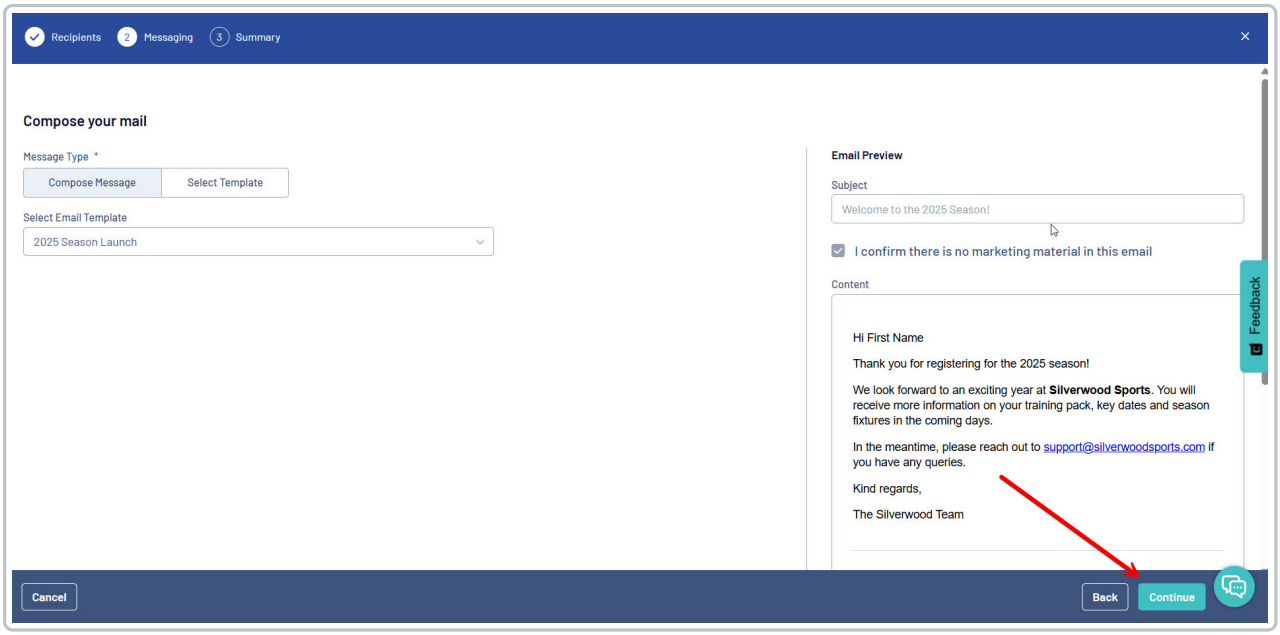
Step 6: Confirm the details

Confirm your recipient list is correct, then click **CONTINUE**



Step 7: Compose the email or select a template

Use the Compose Message tab to write your email from scratch, or select an existing Email Template, then click **CONTINUE**



Step 8: Send the email

Review the message, then click **CONFIRM AND SEND EMAILS** to send it out

