

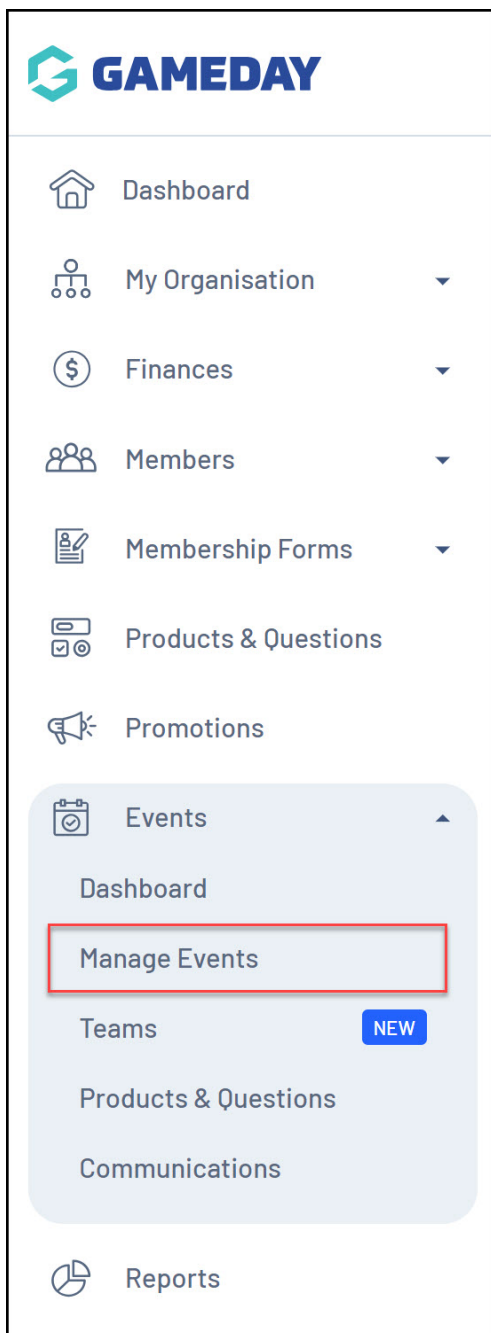


How do I send an email to event entrants?

Last Modified on 01/02/2024 10:01 am AEDT

GameDay administrators can email entrants from a particular event directly through their events database by following the steps below:

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



2. Find the relevant event, then click the **ACTIONS** arrow

Events [Help](#)

Events | Event Templates | Shared Event Templates | Event Participant ID Management | Event Display Template | ECAL Widgets

[Create New Event](#) [Create New Event from Template](#) All Event Types All Categories Active Type to search

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations	Action(s)
GameDay Athletics Carnival	Event Entry	Sport	24 Feb 2024 09:00 am (AEDT) - 24 Feb 2024 12:03 pm (AEDT)	GameDay HQ	3	Active	Live (1 Jul 2023 12:00 am (AEST) - 25 Dec 2031 12:00 am (AEDT))	Edit

3. Click **VIEW**

Events [Help](#)

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GameDay FC - Home Games 2023	Ticketing	Sport	5 Aug 2022 12:00 am (AEST) - 30 Sep 2023 12:00 am (AEST)		46	Active	Live (21 May 2023 12:00 am (AEST) - 10 May 2024 12:00 am (AEST))	

- View
- Open Event URL
- Copy Event URL
- Generate Event QR Code
- Open Registration Form URL
- Copy Registration Form URL
- Generate Registration QR Code
- Export Participant Data to CSV

4. Go to the **PARTICIPANTS BY PRODUCT** tab

GameDay Athletics Carnival

Active

Overview | **Participants by Product** | Participants by Add-on Product | Participants by Sub-Event | Attendance Tracking

5. 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.

GameDay Athletics Carnival

Active

Overview | **Participants by Product** | Participants by Add-on Product | Participants by Sub-Event | Attendance Tracking

[Email 2 Participants](#) Select Product All Genders Paid Type to search

<input type="checkbox"/>	Event Participant ID	Name	Gender	Birthdate	Email	Event Product	Quantity	Orderer Email	Order Date	Order #	Status
<input checked="" type="checkbox"/>		George Martin	Male	09/11/1994		GameDay Fun Run - 2km Walk	1		3 October 2023 (AEDT)	1865880	Paid
<input checked="" type="checkbox"/>		Tim Anderson	Male	20/01/1994		GameDay Cap	1		7 June 2022 (AEST)	1670448	Paid

6. Once all relevant entrants are ticked, click **EMAIL # PARTICIPANTS**.

GameDay Athletics Carnival

Active

Overview | **Participants by Product** | Participants by Add-on Product | Participants by Sub-Event | Attendance Tracking

Email 2 Participants | Select Product | All Genders | Paid | Type to search

<input type="checkbox"/>	Event Participant ID	Name	Gender	Birthdate	Email	Event Product	Quantity	Orderer Email	Order Date	Order #	Status
<input checked="" type="checkbox"/>		George Martin	Male	09/11/1994		GameDay Fun Run - 2km Walk	1		3 October 2023 (AEDT)	1865880	Paid
<input checked="" type="checkbox"/>		Tim Anderson	Male	20/01/1994		GameDay Cap	1		7 June 2022 (AEST)	1670448	Paid

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

1 Recipients | 2 Messaging | 3 Summary

Emailing 2 members with the following criteria:

Your email will be sent to

Name	Email	Action(s)
Tim Anderson		
George Martin		

Show 5 | Showing rows 1-2 of 2 | 1

[Add another recipient](#)

[Back](#) | **Continue**

8. Select an Email Template, then click **CONTINUE**

Recipients 2 Messaging 3 Summary

Compose your mail

Choose Email Template

Welcome Message

Welcome to GameDay FC

Subject *
Welcome to GameDay Sports Club!

Message *

Paragraph

B *I* *φ* **¶** **¶** **↶** **↷**




Mentions

Hi

Welcome to **GameDay Sports Club!**

We're *thrilled* to have you with us, and we look forward to a fantastic season.

Please see below for the details of our first training session:

9. Review the message, and if happy, click **CONFIRM AND SEND**

Related Articles