GAMEDAY

How do I send an email to event entrants?
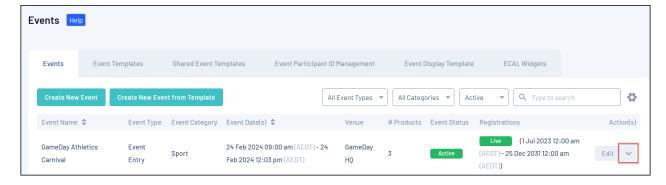
GameDay administrators can email entrants from a particular event directly through their events database by following the steps below:
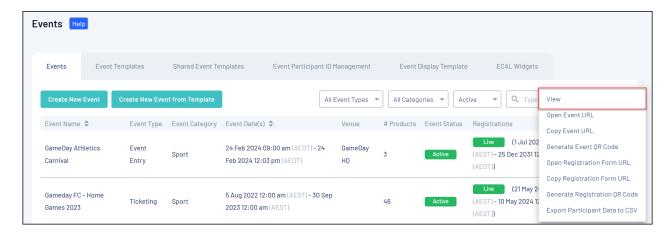
1. In the left-hand menu, click **Events** > **MANAGE EVENTS**

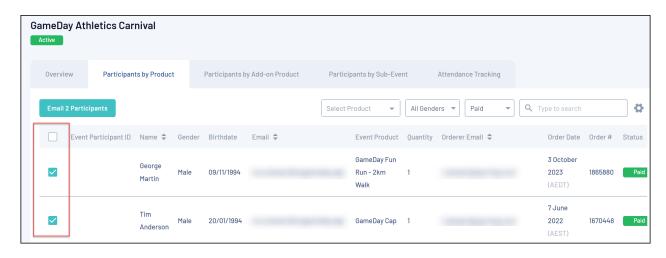2. Find the relevant event, then click the **ACTIONS** arrow

3. Click VIEW

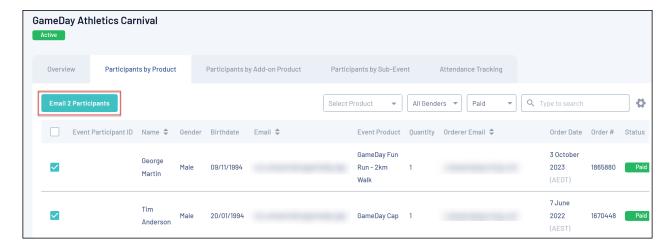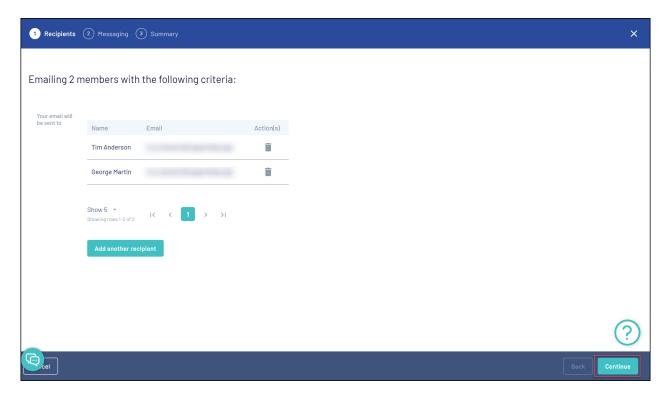## 4. Go to the PARTICIPANTS BY PRODUCT tab

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.
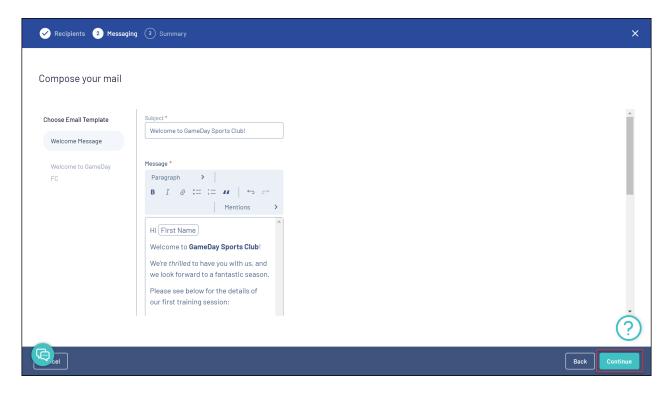

6. Once all relevant entrants are ticked, click **EMAIL # PARTICIPANTS**.

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   ⚙

☐	Event Participant ID	Name ⇅	Gender	Birthdate	Email ⇅	Event Product	Quantity	Orderer Email ⇅	Order Date	Order #	Status
☑		George Martin	Male	09/11/1994		GameDay Fun Run - 2km Walk	1		3 October 2023 (AEDT)	1865880	Paid
☑		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

Cancel   Back   Continue

?

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

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

Related Articles