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

GAMEDAY	Create + Q Search	🎄 🏟 🕐 🐇 Silverwood Sports Association 🗸 🥵
Dashboard	← Back Dashboard Get Started	
Membership Forms	25 Current Year Products Sold Period: Jan 2025 - One: 2025 24 La 20 La 20	Total Active Members Total Event Participants 4 23 Total Order Value by Month & Type (AUD) 1
Events Dashboard Manage Events Teams Communications	• Event • Membership • Event • Membership	Nev 2024 Jan 2025 Mar 2023 Mar 2025 Jal 2025 Active Members hv Ane Graup
Reports	2 2 Fende 1 (250) 6-1	OYears 1

Step 2: View an event

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

Create Event Create Event fro	m Template					Q Search			\$
Status: Active 🛞 Event Type 🏵	Event Category	•						Clear	All 🛛
Event Name 🗘	Event Type	Event Info	Event Category	Event Date(s) 🗘	Venue	# St Products	atus	Registrat	1
Athletics Carnival	Event Entry	- All Day Event	Sport	2 December 2034 (AEDT) - 2 December 2034 (AEDT)	GameDay H	10 5 💽	Active	Live	
Awards Night 2024	Ticketing		Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)	GameDay	Edit			
GameDay Basketball Tournament	Event Entry	- Team Event - All Day Event	Sport	31 October 2025 (AEDT) - 31 October 2025 (AEDT)	GameDay	View Open Event URL			
GameDay B&F	Ticketing		Programs & Clinics	1 Apr 2030 12:00 am (AEDT) - 1 Apr 2030 11:00 pm (AEDT)	GameDay	Generate Event QR Code			1
GameDay Swim Meet (Sub-Events)	Event Entry	- All Day Event - Uses Sub Events	Sport	1 July 2025 (AEST) - 2 July 2025 (AEST)	GameDay	Open Registration Form Copy Registration Form	URL		:
					-	Generate Registration QI Export Participant Data 1	R Code		

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

- Back hletics Carl	nival			
Overview	Participant	s by Product	Participants by Add-on Product	Attendance Tracking
		Event Details		
		Event Name	Athletics Carnival	
		Event Type	Event Entry	
		Use Sub-Events?	No	
		Event Timezone	Australia/Melbourne	
		Start Date/Time	December 2nd 2034, 12	:00 am (AEDT)
	End Date/Time		December 2nd 2034, 11	:59 pm (AEDT)

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.

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\$	Active								
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e Vø		En	nail 4 Members						
¶J⊱		Order	Status: Paid 🛞	Gender at Birtl	h 🖲 Proc	duct 🕀			
•			Event Participant ID	Name 🗘	Gender at Birth	Date of Birth	Email 🗘	Event Product	Quantity
M			SL24WD	Adam Bates	Male	01/06/2006	rory.stewart@stacksports.com	Junior Carnival Entry	1
Ø				April Jones	Female	09/04/2008	april@email.com	Senior Carnival Entry	1
ð				Billy Corman	Male	01/05/2001	billy@email.com	Senior Carnival Entry	1
				Jim Phillips	Male	29/07/2008	jim@email.com	Senior Carnival Entry	1

Step 5: Start the email process

Once all relevant entrants are ticked, click EMAIL # MEMBERS

G	Create + Q Searc	ch				
	← Back					
÷	Athletics Carnival					
\$	Active					
සිස	Overview Par	rticipants by Product	Participar	nts by Add-op Product A	ttendance Tracking	
		ticipants by Product	Farticipar			
0	Email 4 Members					
¶J.÷	Order Status: Paid 🛞	Gender at Birth 🔹 Prod	uct +			
6	Participant N ID	Name 🗘 Gender at Birth	Date of Birth	Email 🗘	Event Product	Quantity
ଭ	SL24WD A	Adam Bates Male	01/06/2006	rory.stewart@stacksports.com	Junior Carnival Entry	1
Ċ	A	April Jones Female	09/04/2008	april@email.com	Senior Carnival Entry	1
Ø	В	Billy Corman Male	01/05/2001	billy@email.com	Senior Carnival Entry	1
	J	Jim Phillips Male	29/07/2008	jim@email.com	Senior Carnival Entry	1
	ID SL24WD A A C B J	Adam Bates Male April Jones Female Billy Corman Male Jim Phillips Male	01/06/2006 09/04/2008 01/05/2001 29/07/2008	rory.stewart@stacksports.com april@email.com billy@email.com jim@email.com	Junior Carnival Entry Senior Carnival Entry Senior Carnival Entry Senior Carnival Entry	1 1 1 1

Step 6: Confirm the details

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

1 Recipients 2 Messaging	(3) Summary	×
Emailing all 4 members wi	th the following criteria	•
List	Athletics Carnival - Participants By Product	
Order Status	Paid	
Include Parent Emails?		La
Excluded Recipients	Name Email	ž
	Remove recipients	E Feedbac
Cancel		Back Continue

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

Recipients 2 Messaging 3 Summary	×
Compose your mail Message Type * Compose Message Select Template Select Email Template 2025 Season Launch \checkmark	Email Preview Subject Welcome to the 2025 Season! I confirm there is no marketing material in this email Content U 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 <u>support@silverwoodsports.com</u> if you have any queries. Kind regards, The Silverwood Team

Step 8: Send the email

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

🖌 Recipients 🖌 Messag	ing <u>3</u> Summary		
Summary - please review	v your details		
Emailing all members with	the following criteria:		
List	Athletics Carnival - Partic	pants By Product	
Order Status	Paid		
Include Parent Emails			
Excluded Recipients	Name	Email	
			•
Message Details			
Subject	Welcome to the 2025 S	ason!	
Confirm Not Marketing	\checkmark		
Content			
	Hi First Name		N N
Cancel			Back Confirm and Send Emails