



## Communications | Overview

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### Overview

GameDay's **Communications** section allows you to pre-design email communications by creating re-usable Email Templates to define the content and subject of a certain type of email you want to send.

As part of this feature, you can choose to create your email template content using a basic Rich Text Editor, or a more advanced HTML template builder.

You can also keep track of any existing email campaigns you've sent through GameDay, including the message that was sent, the recipients, the date and the status of the campaign.

**Note:** The process of sending emails to participants directly through GameDay differs slightly between Members and Event Entrants. Please read the articles below for more information on sending emails through GameDay:

[How do I send an email to members?](#)

[How do I send an email to event entrants?](#)

To access the Communications menu, either click the **Members** or **Events** option from the left-hand menu, then select **COMMUNICATIONS:**

Dashboard

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Members

Clearances

Communications

Membership Forms ▼

Products & Questions

Promotions NEW

Events ▼

Reports

## Communications List

### Communications

Settings

Communications

Create Email Template

🔍 Search Email Templates



Email Template Name *	Subject	Description	Message Plain Text (Preview)	Message Rich Text (Preview)	Action(s)
Welcome	Welcome to Stack Sports Australia 5K Run!	A template to welcome entrants to the event (feel free to personalise when sending out)	Welcome to our annual Stack Sports Australia 5K Run! We hope you are training hard and as excited as we are! In case you missed it, details of the event are below: Event Start Date/Time: 1 October ...	Welcome to our annual Stack Sports Australia 5K Run! We hope you are training hard and as excited as we are! In case you missed it, details of the event are below: Event Start Date/Time: 1 October 2020 0...	View ▼

The Communications page shows a list of any Email Templates you have already created, with a range of information including:

- **Email Template Name**
- **Subject:** The content that will appear in the subject line when a recipient opens the email.
- **Description:** An optional description that an administrator can add to the email template for internal reference.
- **Message Plain Text (Preview):** A preview of the content that has been added to the Plain Text Message.
- **Message Rich Text (Preview):** A preview of the content that has been added to the Rich Text Message.

**Note:** Adding a Plain Text Message is not mandatory, however it is recommended to add a Plain Text Message in addition to a Rich Text Message to ensure that individuals that are unable to render rich text content are able to read the email.

[Click here](#) for more information on Rich Text and Plain Text Messages.

## Page Actions

On the Communications List, you can apply various other actions and display settings, including:

The screenshot shows the 'Communications' page interface. At the top, there are two tabs: 'Settings' (labeled 1) and 'Communications' (labeled 2). Below the tabs is a navigation bar containing a 'Create Email Template' button (labeled 3), a search bar 'Search Email Templates' (labeled 4), and a settings gear icon (labeled 5). The main content is a table with the following columns: 'Email Template Name \*', 'Subject', 'Description', 'Message Plain Text (Preview)', 'Message Rich Text (Preview)', and 'Action(s)'. The table contains one row with the following data:

Email Template Name *	Subject	Description	Message Plain Text (Preview)	Message Rich Text (Preview)	Action(s)
Welcome	Welcome to Stack Sports Australia 5K Run!	A template to welcome entrants to the event (feel free to personalise when sending out)	Welcome to our annual Stack Sports Australia 5K Run! We hope you are training hard and as excited as we are! In case you missed it, details of the event are below: Event Start Date/Time: 1 October ...	Welcome to our annual Stack Sports Australia 5K Run! We hope you are training hard and as excited as we are! In case you missed it, details of the event are below: Event Start Date/Time: 1 October 2020 0...	View (labeled 6) and a dropdown arrow (labeled 7)

**1. Settings:** View a list of existing Email Templates.

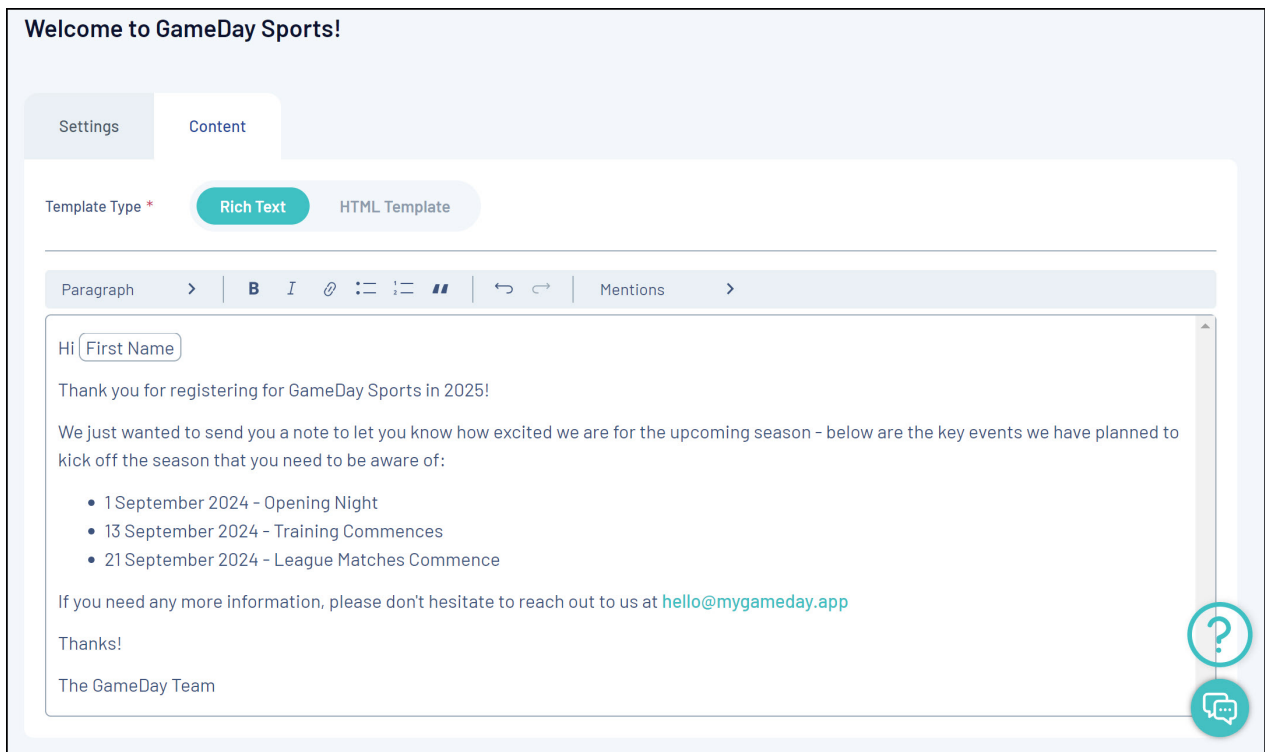
**2. Communications:** View a list of previous email campaigns that have been sent through GameDay.

- 3. Create Email Template:** Create a new email template.
- 4. Search Function:** Search for email templates by name.
- 5. List Table Settings:** Define which fields display in the columns of the list table.
- 6. View Email Template:** View the details of an existing email template.
- 7. Actions:** Expand the actions arrow to access the below features:
  - **Edit:** Edit the details of an existing email template.

### Rich Text vs HTML Email Templates

When you're creating an email template, you can choose between two content creation tools through the **Content** tab

- The **Rich Text** option allows you to add a basic version of your email content, including standard formatting options such as bold, italics, quote blocks, headings, bullet lists and hyperlinks



- The **HTML Template** option allows you to build more comprehensive email templates using content blocks, or [paste the source code](#) from an existing email template from outside of the platform.

# GameDay Welcome Invoice

Settings Content

Template Type \* Rich Text **HTML Template**

Registration Invoice

Invoice Receipt Complete

**Hi there**

Thank you for submitting your registration for **Season 2023-2024**

You are encouraged to visit our Website or make contact with our team directly regarding additional requirements for the commencement of the season.

**Ready to pay?**

Please be reminded if you are a new member, you are encouraged to have trialled before making payment. Once payment is made refunds are not available.

**Payment options**

Members are required to pay using any of the following options:

- Credit Card Online (no Amex)

**Need help?**

Our support team can help you with any issue

- 📞 Call us: 1300 123 456
- ✉️ Send us an email
- ❓ Check our FAQ
- 💳 Pay Invoice

GLOBAL

Backdrop Color #F8F8F8

Canvas Color #FFFFFF

Canvas Border Color #FFFFFF

Canvas Border Radius 0px

Font Family Modern sans

Text Color #242424

For more information on processes relevant to the **Communications** page, please refer to the **Related Articles** section of this article.

## Related Articles