

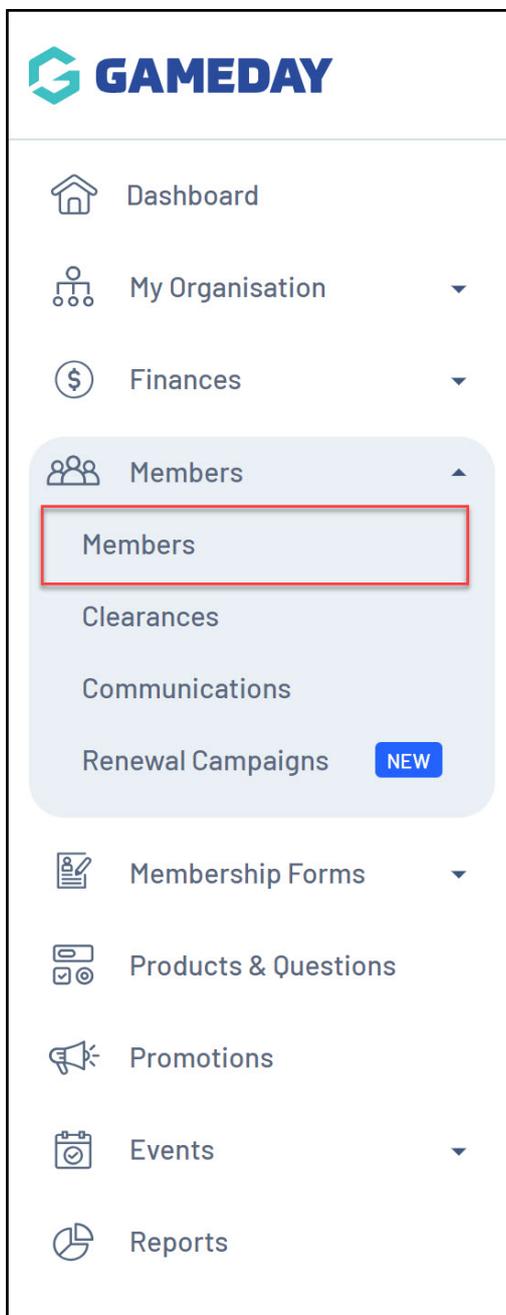


How do I check if a member has received a Membership Renewal Reminder email?

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After sending out a Renewal Campaign, you can check if a particular member has received a renewal notification email by checking their member record using the steps below:

1. Open the **Members** menu, then click **MEMBERS**:



2. Find the member in your member list, then click **VIEW**:

The screenshot shows a 'Members' list interface. At the top, there are tabs for 'Members List', 'By Product', 'Add-on Products', 'By Member Type', 'By Organisation', 'By Season', and 'Financial Filter'. Below the tabs is a 'Create New Member' button and a search bar containing 'morton'. A table lists members with columns: Photo, Name, First Name, Last Name, Assigned Gender, Gender Identity, Birthdate, Address, Mobile, Email, and Action(s). The member 'Allie Morton' is listed with birthdate '20/12/2020'. The 'View' button in the 'Action(s)' column for Allie Morton is highlighted with a red box.

3. Click the **MEMBER ACTIVITY** tab:

The screenshot shows the member profile for 'Allie Morton', born 20 December 2020, with an 'Active' status. A navigation bar contains tabs: 'Member Details', 'Member Activity', 'Orders/Transactions', 'Memberships', 'Events', 'Add-on Products', and 'Documents & Notes'. The 'Member Activity' tab is highlighted with a red box.

4. Click the **COMMUNICATIONS** tab:

The screenshot shows the 'Member Activity' section of the member profile. A sub-navigation bar contains tabs: 'Forms', 'Communications', and 'Clearances'. The 'Communications' tab is highlighted with a red box. Below the tabs are filters for 'All Form Types', 'All Member Organisations', and a search bar with the placeholder 'Type to search'.

5. You can find any email that has been sent to the member via a Renewal Campaign or directly through GameDay's Communications function:

The screenshot shows the 'Communications' sub-tab selected. A table displays sent emails with columns: Organisation, Subject, Sent, and Status. The table is highlighted with a red box.

Organisation	Subject	Sent	Status
PVT National Body	Membership Renewal Reminder		Outbox
PVT National Body	Membership Renewal Reminder		Outbox

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