



How do I send a Membership Payment Campaign?

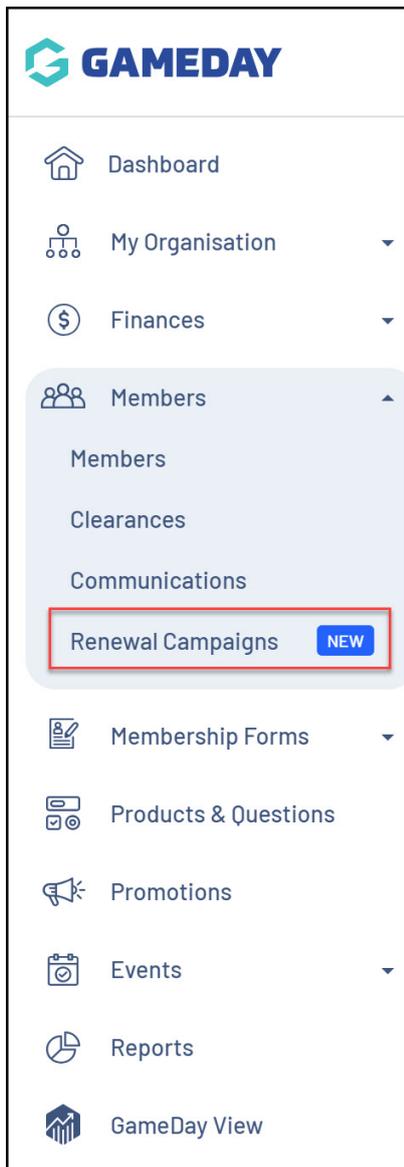
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Membership Payment Campaigns allow administrators to send an invoice email to members who need to renew their membership, which includes a link that directs users straight to a payment link without requiring them to complete another registration form each season.

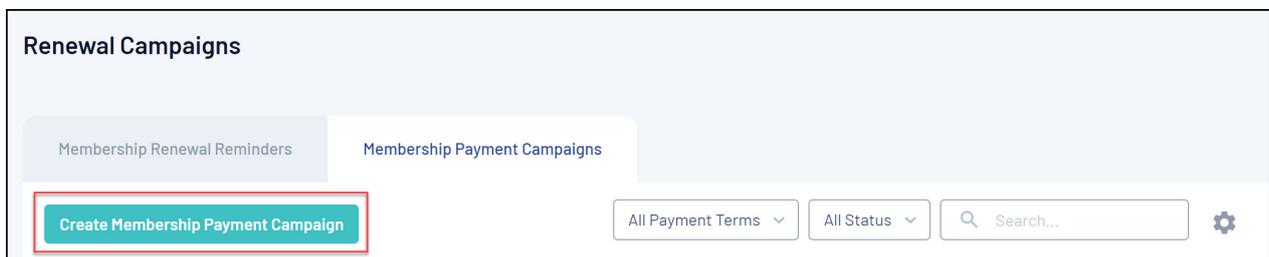
Using the data from the organisation's GameDay database, the Membership Payment Campaigns feature allows administrators to target specific members based on their previously purchased products.

To create a Membership Payment Campaign:

1. In the left-hand menu, open the **Members** section and click **RENEWAL CAMPAIGNS**



2. Toggle over to the **Membership Payment Campaigns** tab, then click the **CREATE MEMBERSHIP RENEWAL CAMPAIGN** button



3. In the **Details** tab, enter the following information:

- **Campaign Name:** The name of the campaign in your GameDay database
- **Payment Type:**
 - Automatic reminders are sent based on the expiry date of the selected product(s). Product Expiry Dates can be found by [editing a product](#) and finding the Product End Date field.

- Manual
- **Due Date Rule:** Determines how long the member has to pay the invoice
- **Select Product(s):** Select any previously purchased products that you want to use to form the basis of your recipient list. Any members who have previously purchased these products will be available to add to your campaign recipients

Click **CONTINUE**

Details

Campaign Name *

Payment Terms

Payment Type *

Due Date Rule * from invoice generation

Previously Purchased Products

Select Product(s) *

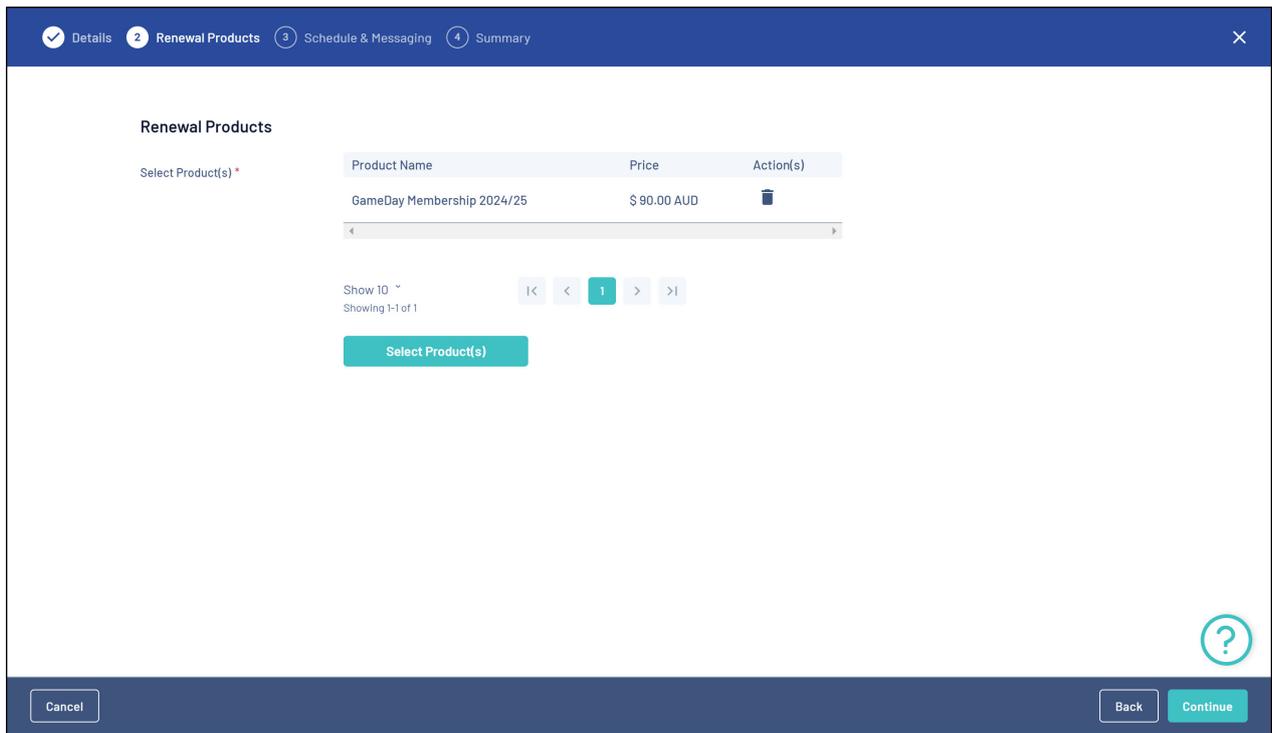
Product Name	Price	Action(s)
2023-24 Membership Fee	\$ 0.00 AUD	

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4. In the **Renewal Products** tab, click the **SELECT PRODUCT(S)** button to add a product that you want the members to purchase as part of their renewal for the upcoming season.

Note: You will need to make sure your products for the upcoming season have been created before you can complete this step. [Click here to learn more about creating products](#)

Click **CONTINUE**



5. In the Schedule & Messaging tab, enter the following information:

- **I would like to generate and send this invoice...:**
 - **Before Product Expiry Date**
 - **After Expiry Date**
 - **Specific Date**

Note: If you selected a Manual payment type in the previous step, you will only have the **Specific Date** option available

- **Day/Week:** Choose how long before or after the product expiry date (based on the selection above) you want the invoice to be sent
- **Custom Message:** Enter any custom messaging you want to appear on the invoice

Use the **ADD SCHEDULED MESSAGE** button if you want to add multiple emails as part of the campaign

Click **CONTINUE**

Details Renewal Products **3** Schedule & Messaging Summary

Schedule and Messaging

1. I would like to generate and send this invoice...*

Before Product Expiry Date

Day/Week* 1 Week

Custom Message*

Paragraph B I @ | : | " " ← →

Please note that your membership for the 2023-24 season is due to expire in one week.

Please follow the link in this invoice to renew your membership for the upcoming season.

Thanks!
The GameDay Team

Add Scheduled Message

Who are you sending this to?

Send To Login Account Email

Invoice Preview

Custom message appears as yellow in the graphic below.

Cancel Back Continue

6. Confirm that your campaign details are correct, then click **CONFIRM AND SAVE**

Details Renewal Products Schedule & Messaging **4** Summary

Summary

Details

Campaign Name GameDay Membership Renewal 2024/25

Campaign Sub-type Membership Payment Campaign

Due Date Rule 30 Days - from invoice generation

Previously Purchased Products

Product 1 2023-24 Membership Fee

Renewal Products

Product 1 GameDay Membership 2024/25

Sending To...

Login Account Email Yes

Schedule

Scheduled Email 1 1 Week - Before product end date

Please note that your membership for the 2023-24 season is due to expire in one week.

Please follow the link in this invoice to renew your membership for the upcoming season.

Cancel Back **Confirm and Save**

7. You will now see a list of members who have previously purchased the products you added to your campaign in Step 3. Use the checkboxes on the left-hand side to choose which members to whom you want the payment reminders to be sent, then click **ADD X MEMBERS**

GAMEDAY Create + Search... National PVT National Body RS

Add Members to Campaign

Unselect All 7 Members Selected

DOB From → DOB To All Assigned Genders All Gender Identities Search...

<input checked="" type="checkbox"/>	Name	Assigned Gender	Gender Identity	Birthdate	Start Date	End Date
<input checked="" type="checkbox"/>	GameDay Test	Male	Male	20/03/2014	13 June 2023	14 June 2024
<input checked="" type="checkbox"/>	Hi Cat	Male	Male	01/01/2012	24 October 2022	25 October 2023
<input checked="" type="checkbox"/>	Uhu Cat	Male	Prefer not to say	01/01/2008	24 October 2022	25 October 2023
<input checked="" type="checkbox"/>	Rose Wilson		Male	22/11/1981	30 March 2023	31 March 2024
<input checked="" type="checkbox"/>	Rose Wilson		Male	22/11/1981	21 October 2022	21 October 2023
<input checked="" type="checkbox"/>	Henry Dean	Male		01/05/2005	31 May 2023	1 June 2024
<input checked="" type="checkbox"/>	Dave Michaels	Male	Male	31/05/2008	18 May 2023	19 May 2024

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Cancel Add 7 Members

Your campaign is now scheduled to be sent on the appropriate dates

GameDay Membership Renewal 2024/25

Scheduled

Details Previously Purchased Products Renewal Products Scheduling & Messaging **Members**

Add Members

DOB From → DOB To All Assigned Genders All Gender Identities Search...

<input type="checkbox"/>	Name	Assigned Gender	Gender Identity	Birthdate	Member Email	Account Login Email	Status	Action(s)
<input type="checkbox"/>	GameDay Test	Male	Male	20/03/2014	test.ah@nd@gameday.app	test.ah@nd@gameday.app	Inactive	View
<input type="checkbox"/>	Hi Cat	Male	Male	01/01/2012	test.hi@nd@gameday.app	test.hi@nd@gameday.app	Inactive	View
<input type="checkbox"/>	Uhu Cat	Male	Prefer not to say	01/01/2008	test.uh@nd@gameday.app	test.uh@nd@gameday.app	Inactive	View
<input type="checkbox"/>	Rose Wilson		Male	22/11/1981	rosewilson77@gmail.com@gameday	test.ah@nd@gameday.app	Active	View
<input type="checkbox"/>	Rose Wilson		Male	22/11/1981	rosewilson77@gmail.com@gameday	test.ah@nd@gameday.app	Inactive	View
<input type="checkbox"/>	Henry Dean	Male		01/05/2005	test.ah@nd@gameday.app		Inactive	View
<input type="checkbox"/>	Dave Michaels	Male	Male	31/05/2008	test.ah@nd@gameday.app	test.ah@nd@gameday.app	Active	View

Once the member receives the invoice email, it will appear as below:



Invoice

Invoice Date: 19th October 2023

Order No: 1867594

Account Email: [redacted]

Due Date: 7 days after invoice date

Pay Invoice

Hi James Waters,

An invoice has been generated for you by PVT National Body. Please organise payment of \$0.01 by the due date.

Hi there, please note that your membership is now up for renewal, click the link here to complete payment

Item Details	Item Total
GameDay Membership 2024	\$0.01
James Waters	
Item Price: \$0.01	
Qty: 1	

Total \$0.01 AUD

Total Processing Fee \$0.00

All item prices/totals include GST if applicable

Pay Invoice

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Australia

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Email: test15@test.com.gameday
Web: www.stacksports.com



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