GAMEDAY

How do I add member names to my email content?

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Overview

When creating an Email Template or a standalone email to send to members, GameDay administrators can tag the First Name and Last Name of their members when composing the content for an email template using the steps below to add some extra personalisation to communications:

Step-by-Step

Step 1: Navigate to the Communications section

In the left-hand menu, click **COMMUNICATIONS**

Step 2: Create a new Email Template

In the **Templates** tab, click **Create Email Template,** give the template a name, then click **SAVE**

Step 3: Enter the basic settings for the Email Template

Complete any relevant information, including:

- **Subject**: The subject line that appears as the title of the email when received by members
- **Description**: An internal description to let other GameDay administrators know what the Email Template should be used for
- **Status**: Specify whether the template is in Draft, Active or Inactive status

Step 4: Add your message content

- **Message Plain Text**: Add the plain text version of the content you want to send. This option doesn't support native HTML formatting options such as bold, italic, coloured fonts,

hyperlinks, or lists. For accessibility purposes, it is recommended that you add your text content in this field, as some email clients or browsers may not support HTML formatting.

- **Message Rich Text**: Add the formatted version of your email content here. This option allows you to apply basic HTML formatting options to your content. You can also include an image by copying and pasting the image into the Message Rich Text field.

Note: Currently, we do not support the ability to attach documents to Email Templates

Step 5: Use the Mentions option to add the member's name

In the top-right corner of the editor, you can add the **First Name** and/or **Last Name** field to automatically populate the name of each recipient into the message content, based on the information on their member record

Step 6: Save the template

Once you've finalised your content, click **SAVE**

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