GAMEDAY

Create a custom email template

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Overview

Administrators have the ability to create a custom email template to be used for communication with members or as a custom registration confirmation email for membership forms or events.

Using our custom HTML email template builder, administrators can build their own email content using advanced design functionality, or paste the source code from an existing email template.

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

In the **Settings** tab, 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

In the **Content** tab, select **HTML TEMPLATE** as the **Template Type**, then use the editor provided to add content.

You can use any of the building blocks below to compose your email template:

- **HTML**: Paste in any external source code to quickly replicate an existing email template - Learn More
- **Text**: Add a basic text block
- **Image**: Upload a jpg or png image file
- **Button**: Add a button that can be used to link off to another URL
- **Heading**: Add header text in varying sizes
- **Container**: Add a new container that can be converted to other content blocks or used as a generic design block
- **Columns**: Add a row that includes three content blocks spanning horizontally across the template
- **Spacer**: Add a space between content
- **Divider**: Add a horizonal dividing line to your content

Step 5: Style your template

Using the right-hand panel, you can apply global style settings in the **Styles** tab, and apply specific component style settings in the **Inspect** tab

Step 6: Save the template

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

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