



GAMEDAY

How do I build 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 **Members > 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
- **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 horizontal 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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