How do I create an email template with HTML code?

16/06/2025 11:25 am AEST

Overview

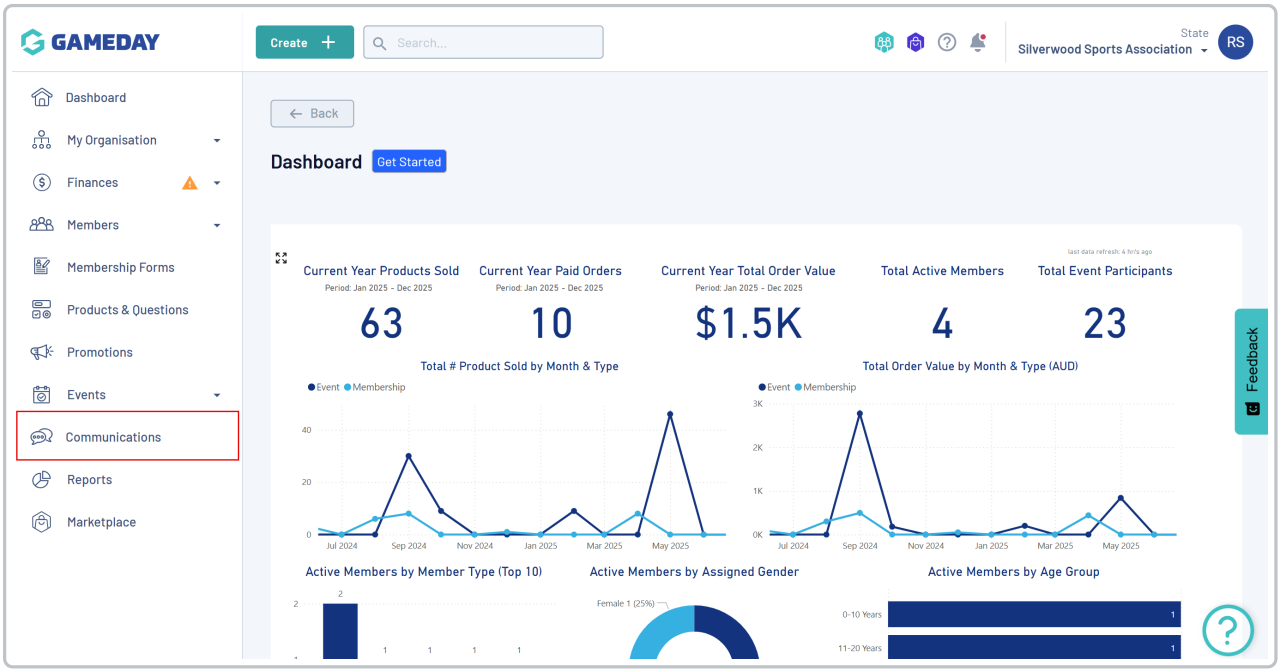
When creating an Email Template, you may want to copy the content from an existing email without having to recreate it from scratch in our HTML email builder. For example, you may have email templates saved in a different platform or through a specialist EDM platform, such as Mailchimp.

In this case, you can copy the source code from the existing email content and paste it into a HTML block in our email template builder.

Step-by-Step

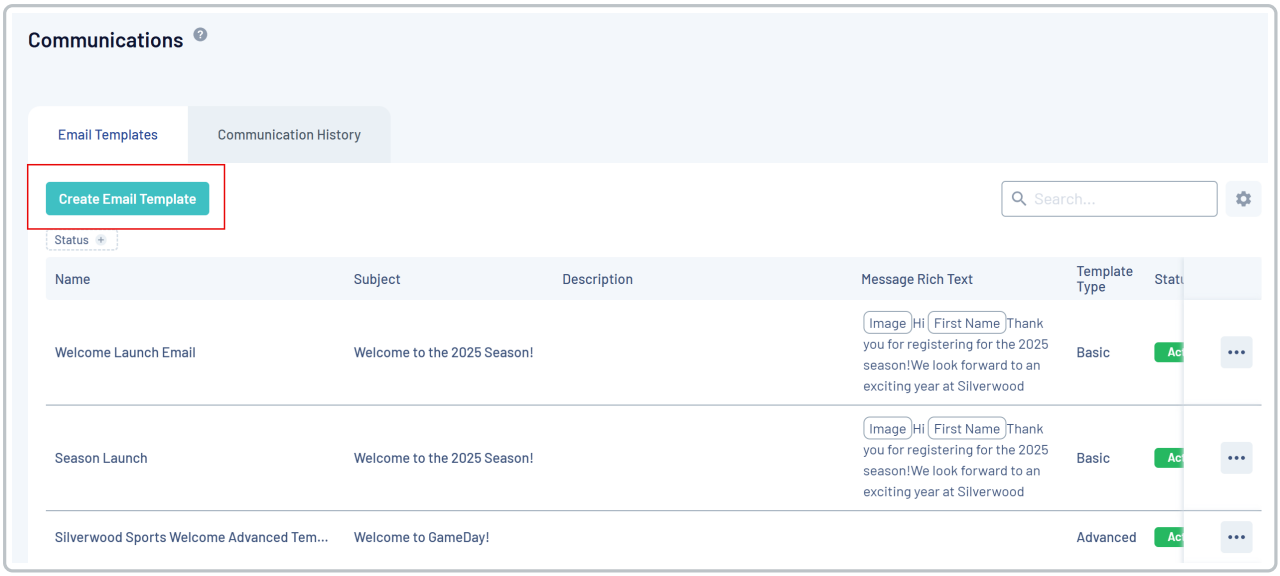
Step 1: Navigate to the Communications section

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

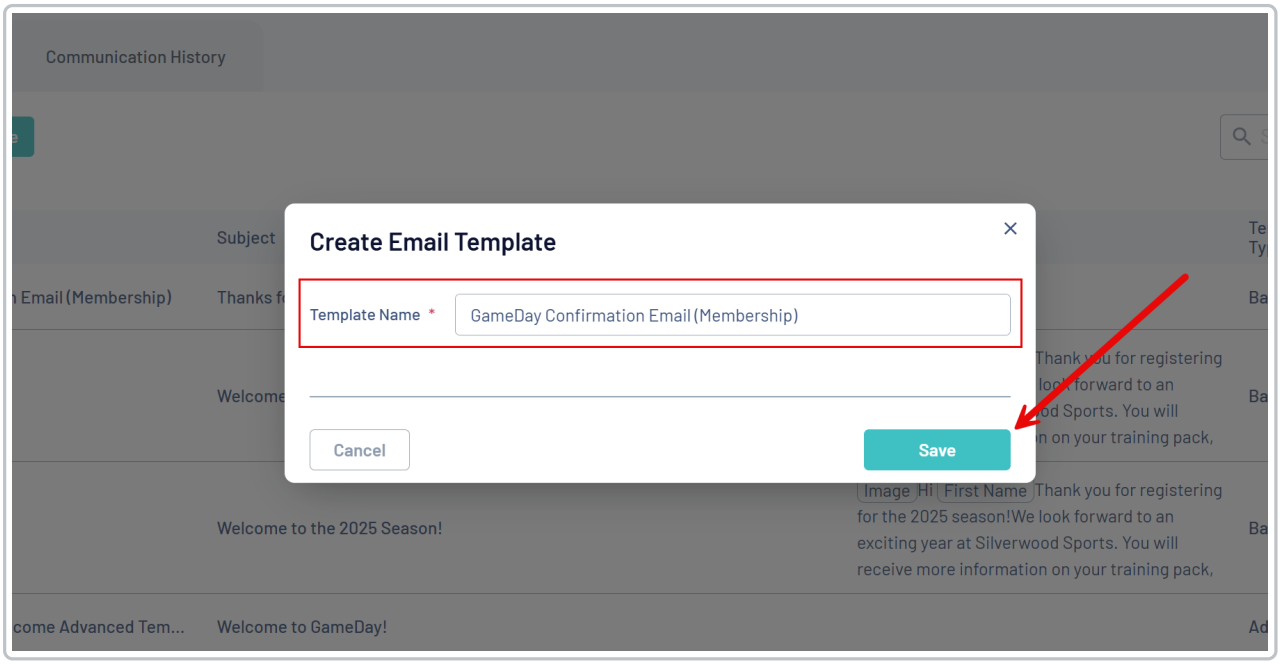


Step 2: Create a new Email Template

In the **Templates** tab, click **CREATE EMAIL TEMPLATE**



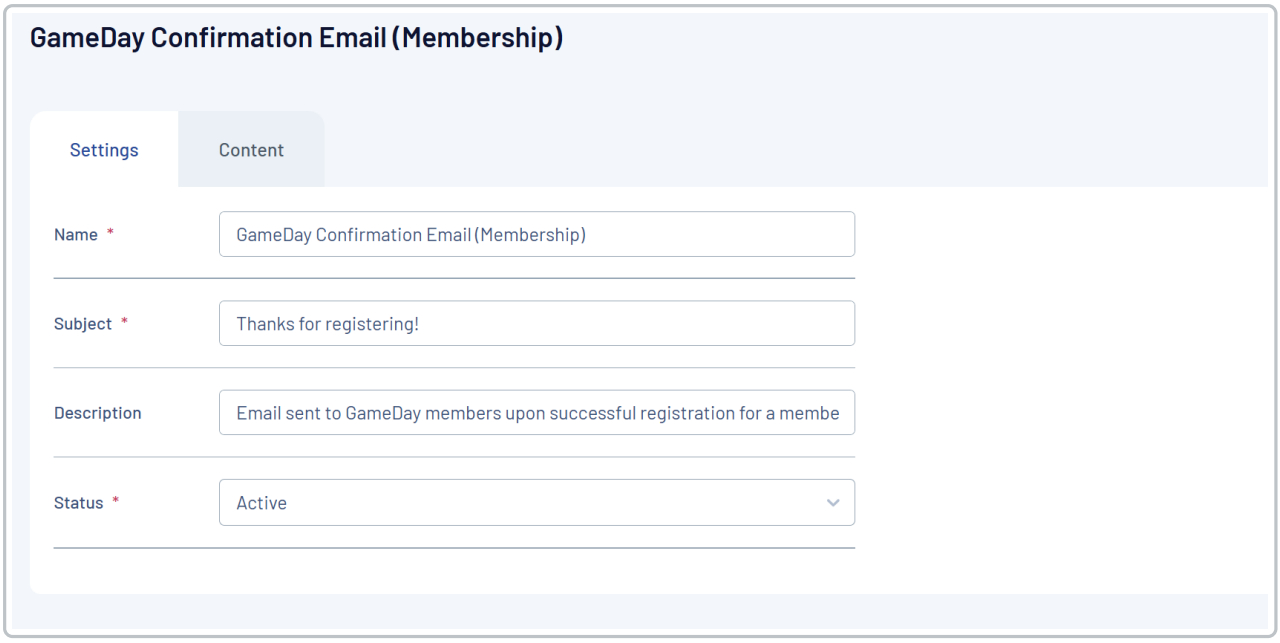
Give the template a name, then click **SAVE**



Step 3: Enter the basic settings for the Email Template

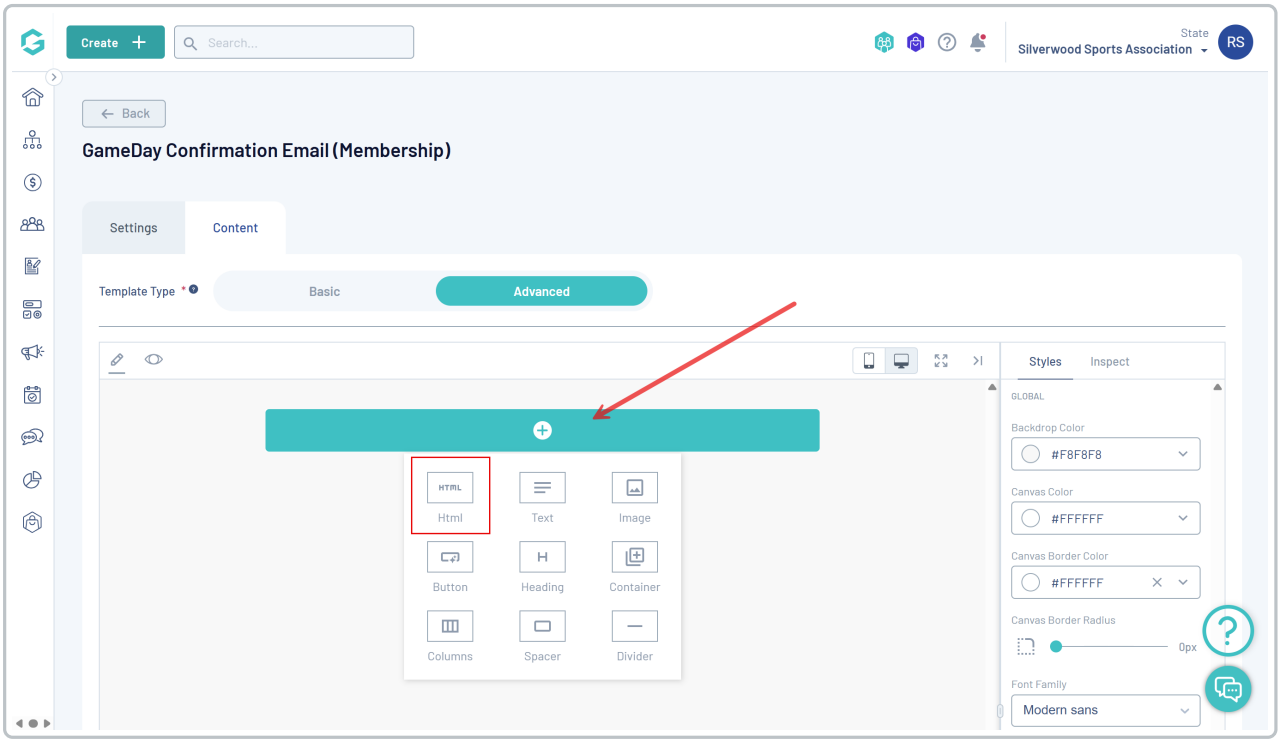
In the **Settings** tab, complete any relevant information, including:

- **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

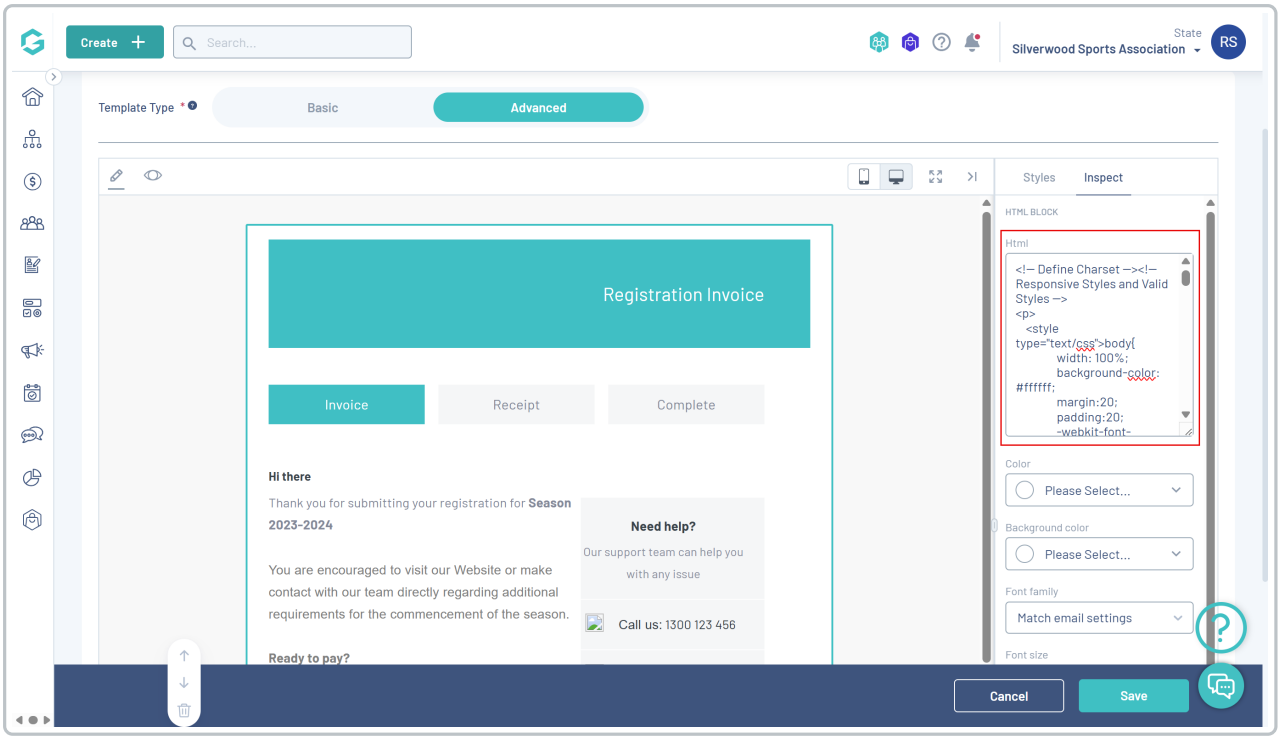


Step 4: Paste the source code into the Content section

In the **Content** tab, select **Advanced** as the Template Type then click the **+** button and select the **HTML** content block



Paste your source code in the **HTML editor** on the right-hand side, then click **SAVE**



Watch

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