GAMEDAY

Create an email template with HTML code

Last Modified on 26/11/2024 11:23 am AEDT

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: Copy the email source code

First, you'll need to obtain the source code from your existing email template. If you're unsure how to do this, please consult the platform through which the email is currently hosted.

Step 2: Create a new Email Template

In GameDay, create a new email template by following the steps below:

Go to **Members** > **Communications** > **Create Email Template >** Give the template a **name >** click **SAVE**

Step 3: Enter the basic details of the template

In the Settings tab, you can provide the following information about your Email Template:

- **Subject**: This is the subject line that will appear for recipients when you send the email
- Description: This is an optional field that allows you to further describe the Email Template that appears in your GameDay database only
- **Status**: Allows you to choose whether the template is in a Draft, Active or Inactive state

Step 4: Paste the source code into the Content section

Finally, in the Content tab, you can add your source code into the HTML editor by following the steps below:

Select **HTML Template** as the Template Type > Click the **Add** option on the content panel > Select the **HTML** option > Paste your source code in the **HTML editor** on the right-hand side

Watch

Your browser does not support HTML5 video.

Related Articles