# 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

Communications <sup>©</sup>						
Email Templates Communication Hist	tory					
Create Email Template Status *			Q Sea	rch		\$
Name	Subject	Description	Message Rich Text	Template Type	Statu	
Welcome Launch Email	Welcome to the 2025 Season!		Image Hi First Name Thank you for registering for the 2025 season!We look forward to an exciting year at Silverwood	Basic	Act	••••
Season Launch	Welcome to the 2025 Season!		Image Hi First Name Thank you for registering for the 2025 season!We look forward to an exciting year at Silverwood	Basic	Act	•••
Silverwood Sports Welcome Advanced Tem	Welcome to GameDay!			Advanced	Act	

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

Communication Hist	ory	
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#### 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

GameDay Confirmation Email (Membership)					
Settings	Content				
Name *	GameDay Confirmation Email (Membership)				
Subject *	Thanks for registering!				
Description	Email sent to GameDay members upon successful registration for a membe				
Status *	Active				

### 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

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

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Ø		Hi there			Color Please Select Y		
0		Thank you for submitting your registration for <b>Season</b> 2023-2024	Need help?		Background color		
		You are encouraged to visit our Website or make contact with our team directly regarding additional	Our support team can help you with any issue		Please Select		
		requirements for the commencement of the season.	Call us: 1300 123 456		Match email settings		
	1	Ready to pay?			Font size		
4.8.2	↓ 1				Cancel Save		

## Watch

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