GAMEDAY

How do I upload an image to a basic email template?

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Overview

GameDay's Communication feature allows images to be included in basic email templates by uploading a jpg or png file directly from your computer.

Step-by-Step

Step 1: Edit the relevant email template

In the left-hand menu, click **Communications** > **Email Templates** > Find the email template you want to add an image to, then click **EDIT**

> **Note**: If you want to create a new email template from scratch, you can find detailed instructions here

Step 2: Upload the image to the email template content

On the email template, go to the **Content** tab > **Rich Text** > use the **image icon** to upload your image

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