

Custom Form Messaging | Overview

11/06/2025 10:09 am AEST

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Custom Form Messaging

GameDay's custom messaging features allow administrators to tailor the communication and instructions members see throughout the registration process. By customising emails, on-screen messages, and help text, you can provide a more informative and welcoming experience, ensuring members have all the information they need.

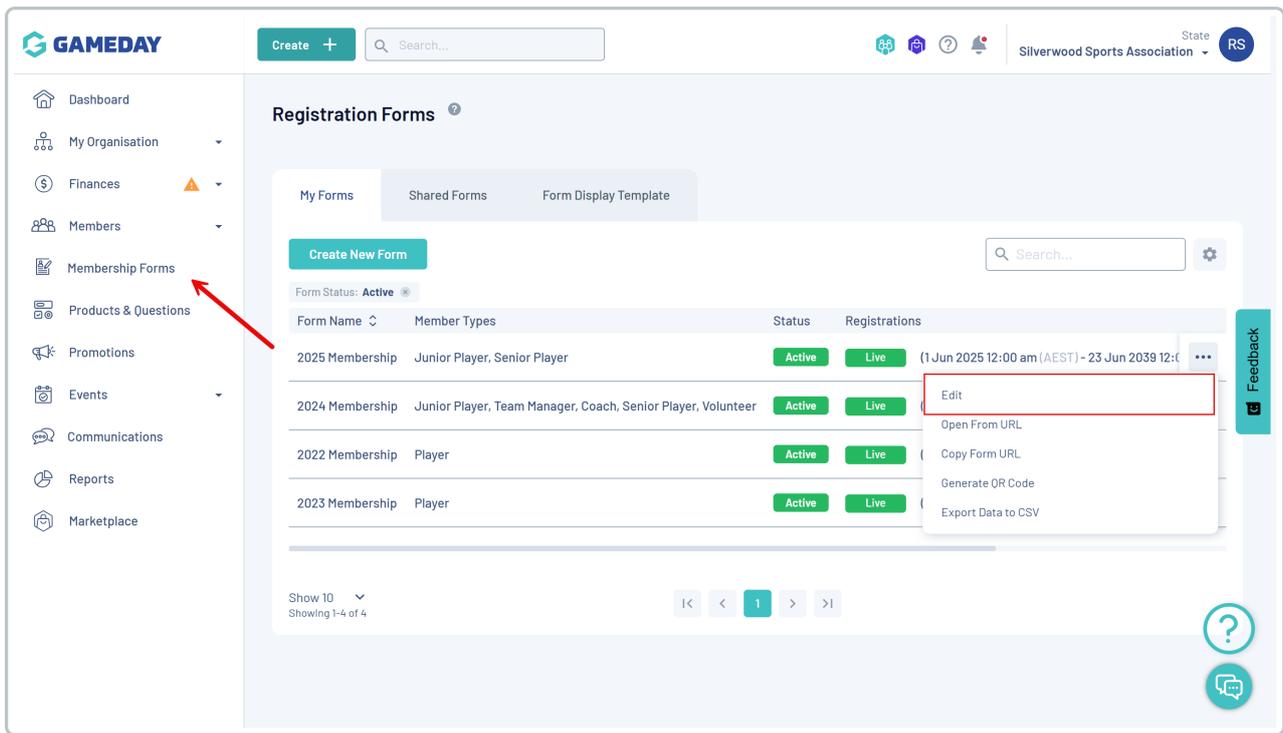
This guide covers the different types of messages you can customise within a registration form.

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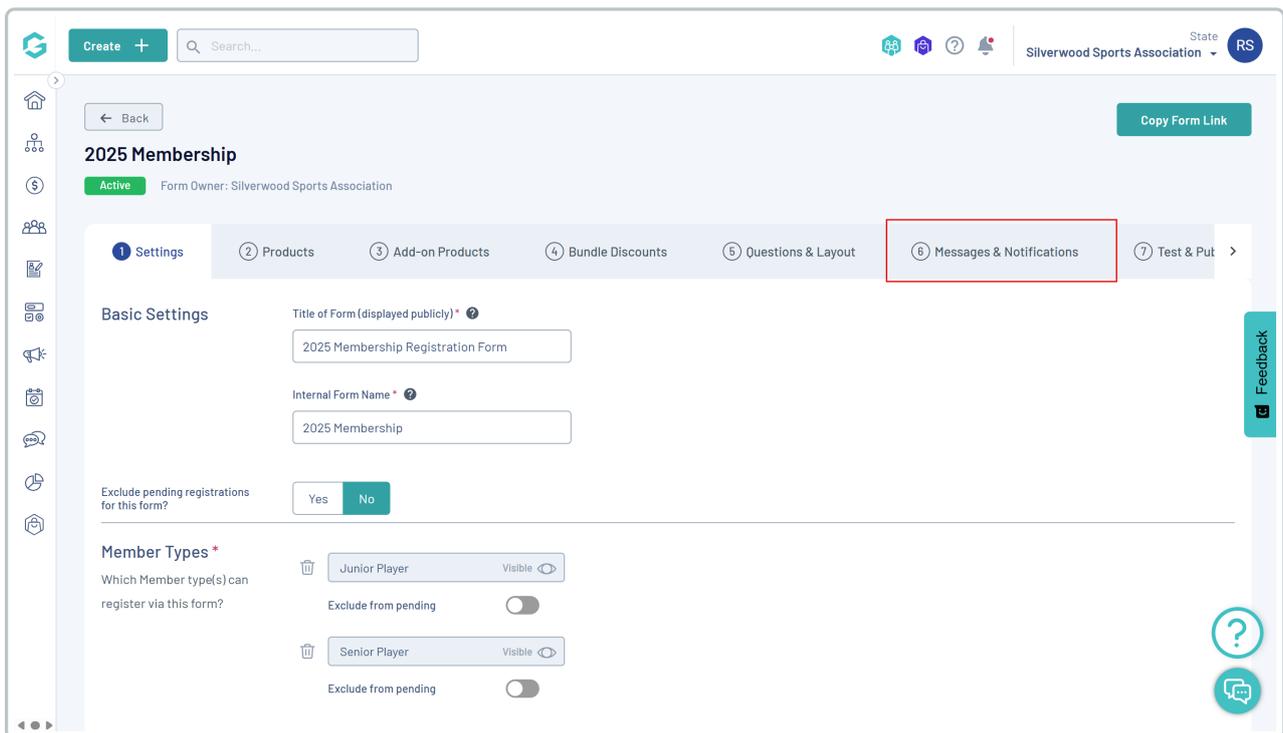
Navigating to Form Settings

Most custom messages are managed within the settings of a specific registration form.

To find the form messaging settings, in the left-hand menu, select **Membership Forms**, click the actions menu (...) for the desired form, and select **EDIT**.



From there, navigate to the **MESSAGES & NOTIFICATIONS** tab.

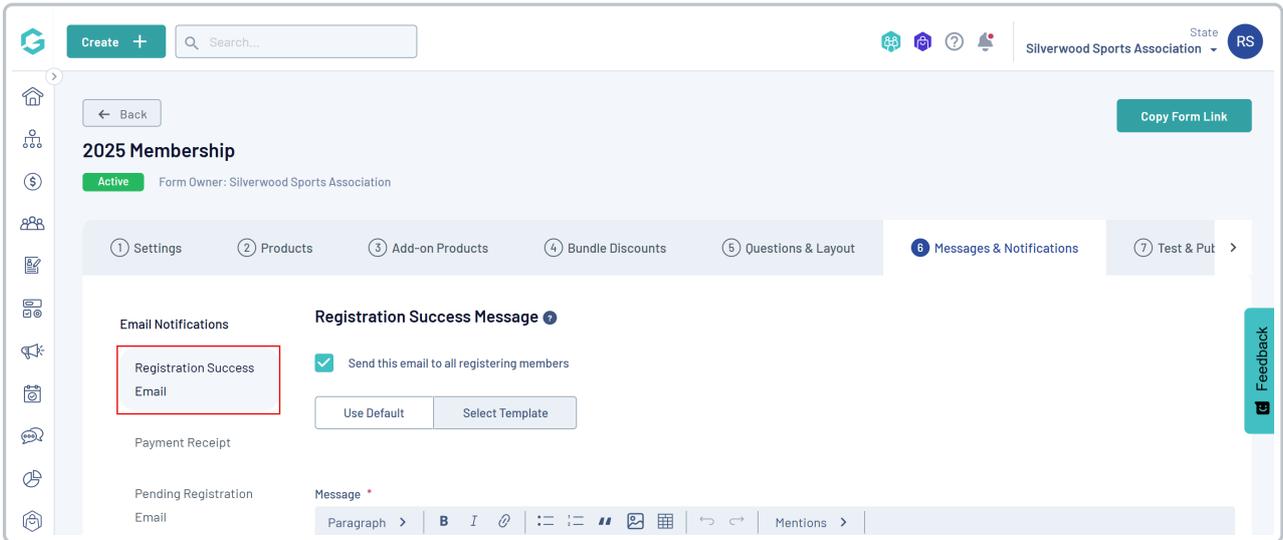


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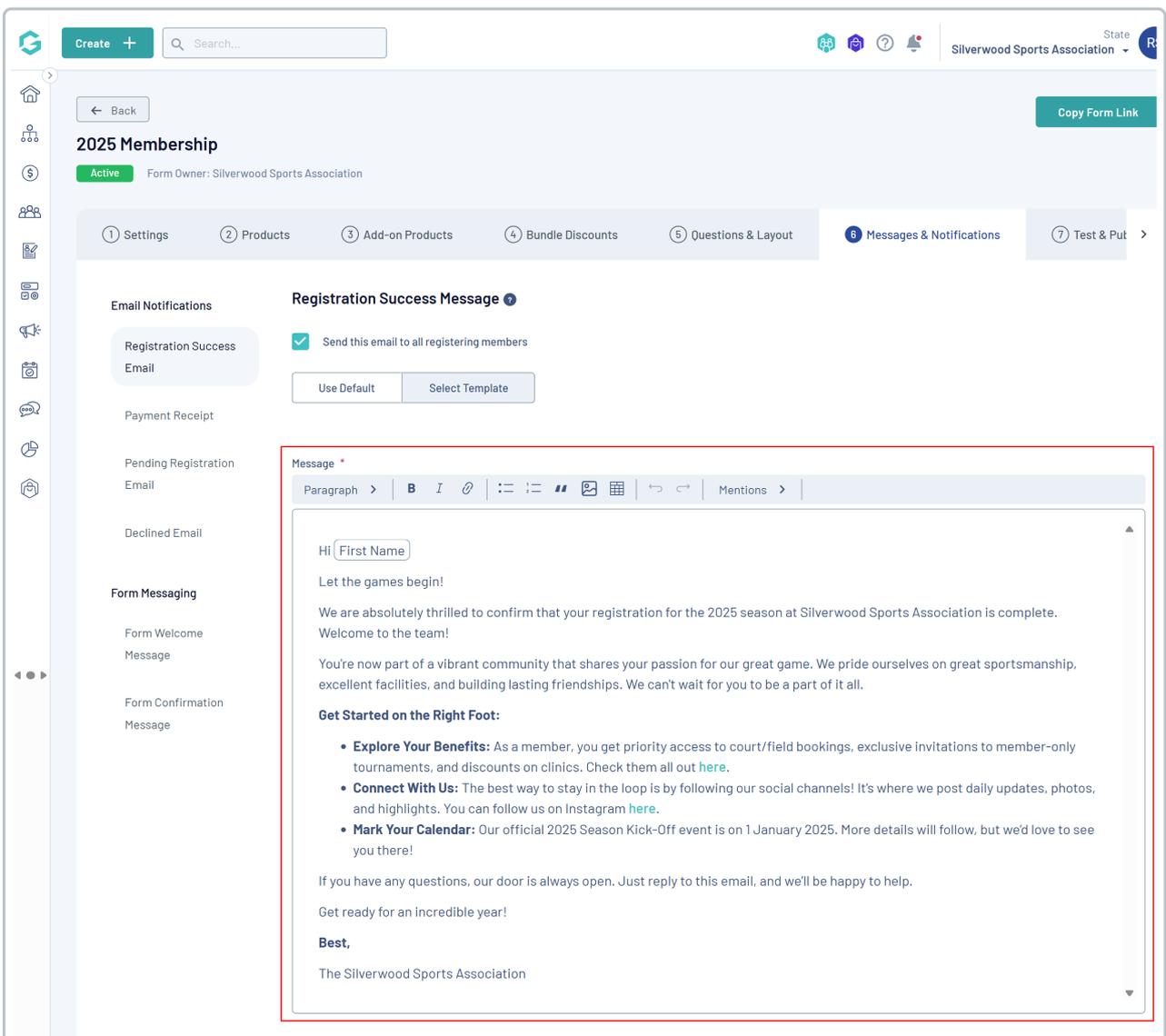
Email Notifications

You can customise the content of the confirmation email that is automatically sent to a member upon completing their registration.

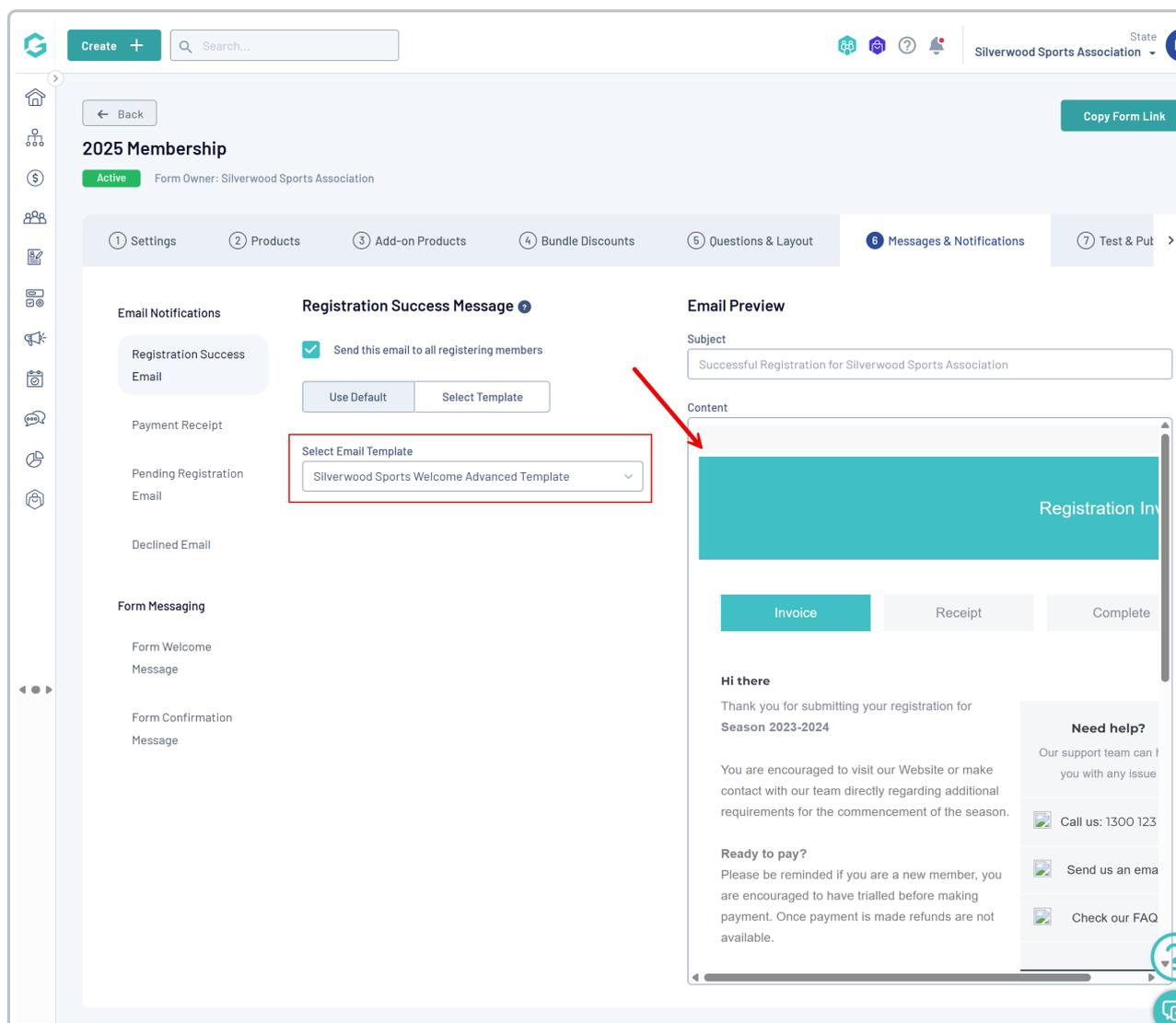
In the Messages & Notifications tab, locate the REGISTRATION SUCCESS EMAIL section.



In the Use Default tab, you can use the rich text editor to write your message from scratch. You can include links, formatting, and personalised merge fields like First Name and Last Name to bring in the member's specific information.



In the **Select Template** section, you can attach an existing **Email Template** from your database, if you have previously created any.



This ensures your members receive a warm welcome and key information, such as next steps or links to social media, directly to their inbox.

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Form Messaging

You can also customise the messages that appear directly on the registration form at different stages, including:

1. Form Welcome Message: This message appears at the very start of the registration form, before the user begins filling it out. It's a great place to welcome users, provide an overview of the season, and outline member benefits.

2025 Membership
 Active Form Owner: Silverwood Sports Association

① Settings ② Products ③ Add-on Products ④ Bundle Discounts ⑤ Questions & Layout ⑥ Messages & Notifications ⑦ Test & Pu

Email Notifications

- Registration Success Email
- Payment Receipt
- Pending Registration Email
- Declined Email

Form Messaging

- Form Welcome Message**
- Form Confirmation Message

Form Welcome Message

Message

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Join the **Silverwood Sports Family for 2025!**

Let the games begin! You're just a few steps away from joining the Silverwood Sports Association for an incredible 2025 season.

When you join, you're not just getting access to facilities—you're becoming part of a vibrant community that shares a passion for great sportsmanship, friendly competition, and building lasting friendships. We can't wait for you to be a part of it all.

Here's a Glimpse of What Awaits You as a Member:

- **Exclusive Benefits:** Get priority access to court/field bookings, exclusive invitations to member-only tournaments, and great discounts on our coaching clinics.
- **A Thriving Community:** Connect with fellow members and stay in the loop on club news and highlights by following our social channels.
- **Unforgettable Events:** Mark your calendar! Our official 2025 Season Kick-Off event is on 1 January 2025. It's the perfect way to meet everyone and start the year right.

Ready to make it official?
 Complete the form below to secure your spot for an amazing year of sport.

2. Form Confirmation Message: This message is displayed on-screen immediately after a member successfully completes their registration and payment. Use this to confirm their registration and let them know what to expect next (e.g., "We've just sent a confirmation email with all your membership details").

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Email Notifications

- Registration Success Email
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Form Messaging

- Form Welcome Message
- Form Confirmation Message**

Form Confirmation Message

Message

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You're in! Welcome to the Team!

Your registration for the 2025 Silverwood Sports Association season is complete. We are absolutely thrilled to have you join our community!

What Happens Next?

We've just sent a confirmation email with all your membership details and welcome information.

Question & Content-Specific Messaging

For more specific messaging, you can add instructional text to specific parts of your form to help guide members as they register. These settings are found in the **QUESTIONS & LAYOUT** tab of the form editor.

The screenshot displays the form editor interface for a '2025 Membership' form. The interface includes a top navigation bar with a 'Create +' button, a search bar, and user information for 'Silverwood Sports Association'. A left sidebar contains various icons for navigation. The main content area shows a breadcrumb trail with tabs: 1 Settings, 2 Products, 3 Add-on Products, 4 Bundle Discounts, 5 Questions & Layout (highlighted with a red box), 6 Messages & Notifications, and 7 Test & Put. Below the tabs, there is a section titled 'Add Existing Question' with a search bar and a list of questions. The questions listed are: 'Able to manage orders?' (checked), 'Add a Second Parent/Guardian' (checked), 'Additional Contact Information' (with an 'H' icon), 'Allergies?' (checked), and 'Allergies Notes' (with a 'Tr' icon). To the right of these questions, there are fields for 'Profile Image', 'Firstname', 'Lastname', and 'Birthdate'. Each field has a lock icon, a search icon, and a 'Tr' icon. The 'Profile Image' field also has 'Mandatory', 'Optional', and 'Visible' options. A 'Feedback' button is visible on the right side of the interface.

These options include:

1. Question Help Text: Add supporting information to any question on your form. This text appears when a user hovers over the question mark icon next to the question field.

Expand the question you wish to edit, then enter your instructions into the **Help Text** field. This is useful for clarifying what information is required or why it is being asked.

The screenshot shows a form editor interface for a form titled "Do you have any allergies?". The form is currently in edit mode, showing a section titled "Allergies Details" with ID "06". A red arrow points to the ID "06" in the top right corner of the section header. Below the header, the "Question details" section is visible, containing a "Question Text" field with the text "Please list any allergies our catering staff should be made aware of". Below the question text is a "Help Text" field, which is highlighted with a red rectangular box. The "Help Text" field contains the text "This information helps us safely cater to your needs during events where food and beverages may be served". Below the "Help Text" field is a "Mandatory" section with the text "Is this question mandatory?*" and two radio buttons: "Yes" and "No", with "No" selected. At the bottom of the section is an "Advanced Options" section with an "Expand" button. In the bottom right corner of the form editor, there is a "Remove Question" button and a help icon.

2. Paragraph Text Block: Use a Paragraph Text Block to add standalone sections of text anywhere in your form. This is perfect for providing tips or important information that isn't tied to a single question.

In the Questions & Layout tab, find the Create New Content Block section, then click **PARAGRAPH TEXT BLOCK**

2025 Membership Active Form Owner: Silverwood Sports Association

1 Settings 2 Products 3 Add-on Products 4 Bundle Discounts **5 Questions & Layout** 6 Messages & Notifications 7 Test & Put

Add Existing Question

Type to search

- Able to manage orders?
- Add a Second Parent/Guardian
- Additional Contact Information
- Allergies?
- Allergies Notes
- Allow Medical Treatment?
- Are you from Aboriginal and/or T...
- Attn Life Members
- City of Birth
- Coach Accreditation

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Create New Question

- Text Field
- Number
- Picklist
- Multiple Choice
- Date
- Checkbox
- Terms or Privacy Policy
- Document Upload

Create New Content Block

- Header Text Block
- Paragraph Text Block

Profile Image Mandatory Optional Visible

Firstname

Lastname

Birthdate

Gender at Birth Mandatory Optional Visible

Gender Identity Mandatory Optional Visible

Gender Identity - Other

Email

Mobile Number

Which member types are you registering as?

Address 01 ▾

Home Address 02 ▾

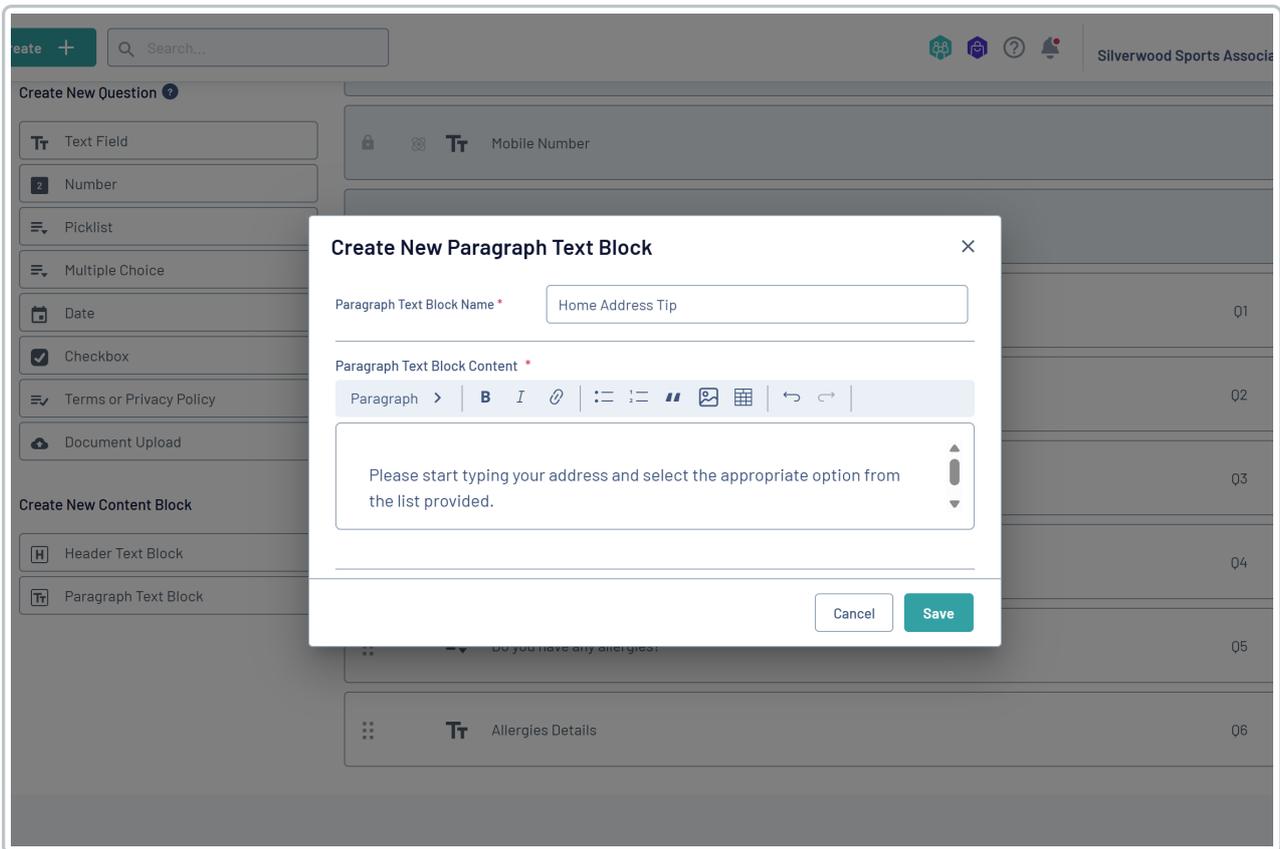
Home Address Tip 03 ▾

Emergency & Medical 04 ▾

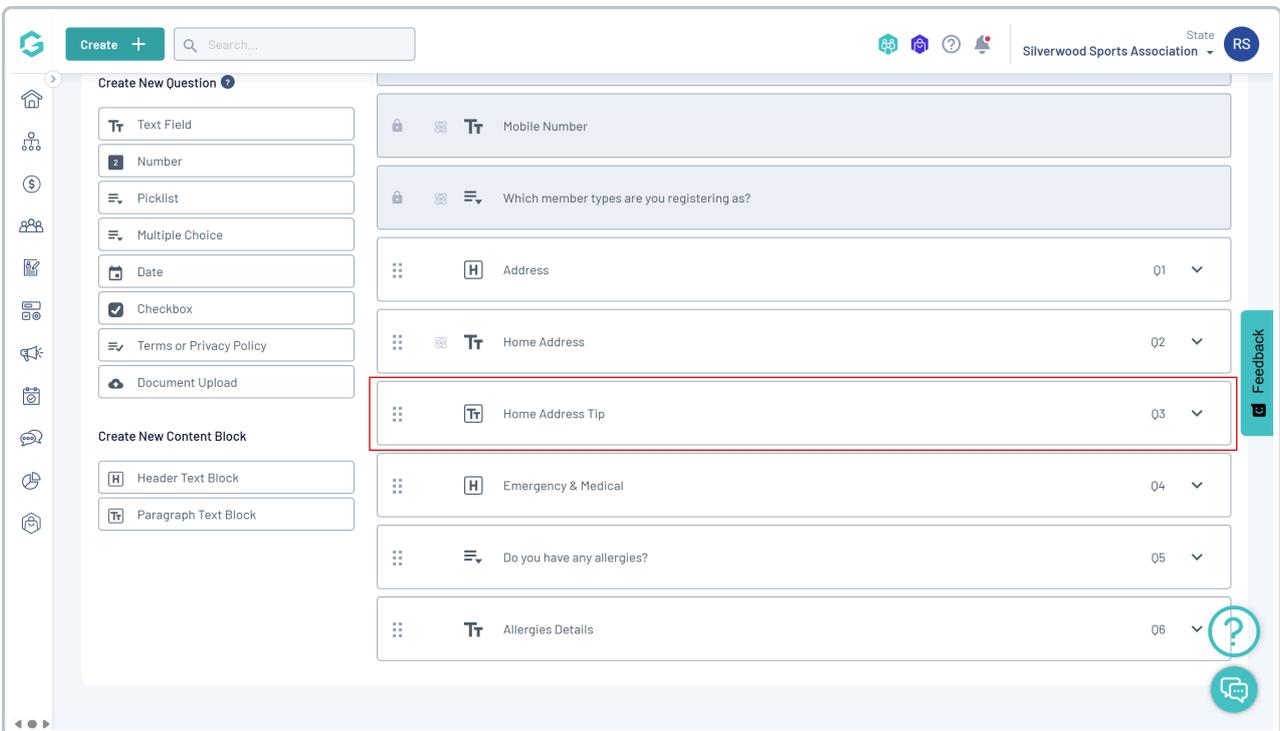
Do you have any allergies? 05 ▾

Allergies Details 06 ▲

Give the block a name (for internal reference) and enter the content that will be displayed to members.



Drag and drop the block to position it where you want it to appear on the form.



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What's Next?

Now that you know how to customise your form messaging, you might want to review these related guides:

[? How do I create a new Membership Form?](#)

[? How do I add existing products to a Membership Form?](#)
