



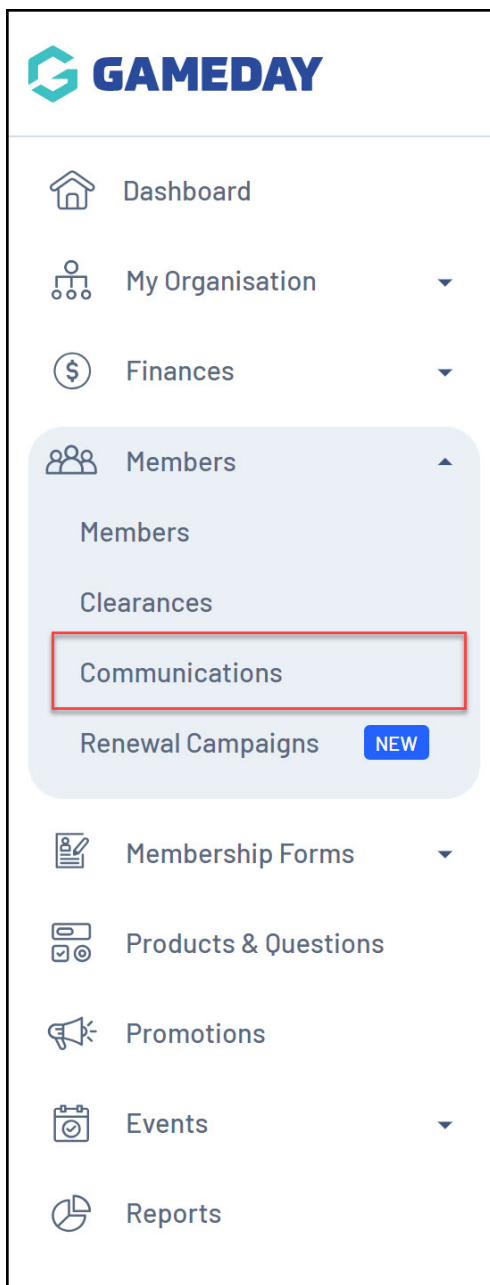
## How do I create an email template?

Last Modified on 19/03/2024 10:40 am AEDT

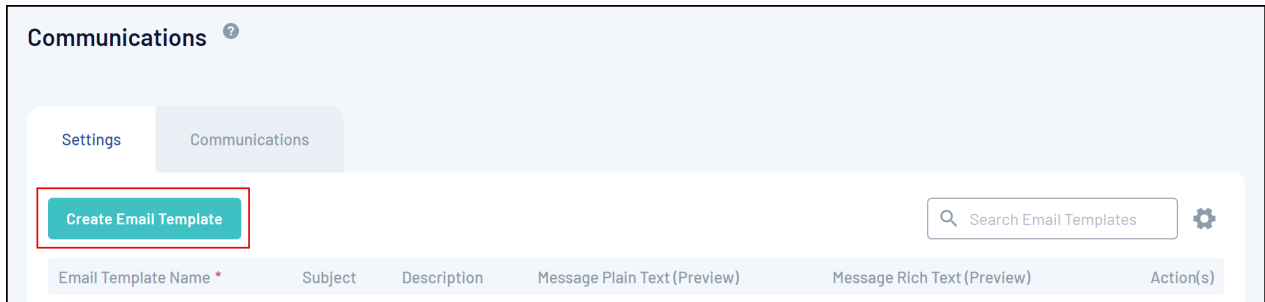
As an administrator managing a membership database in GameDay, you have the ability to create an email template in order to define the content for any regular communications you will be sending to your members through GameDay.

To create a new Email Template:

1. In the left-hand menu, click **Members > COMMUNICATIONS**



## 2. Click **CREATE EMAIL TEMPLATE**



## 3. Complete any relevant information, including:

- **Email Template Name:** The name of the template that will only be shown internally within GameDay
- **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
- **Message Plain Text:** Add the plain text version of the content you want to send. This option doesn't support native HTML formatting options such as bold, italic, coloured fonts, hyperlinks, or lists. For accessibility purposes, it is recommended that you add your text content in this field, as some email clients or browsers may not support HTML formatting.
- **Message Rich Text:** Add the formatted version of your email content here. This option allows you to apply basic HTML formatting options to your content. You can also include an image by copying and pasting the image into the Message Rich Text field.

**Note:** Currently, we do not support the ability to attach documents to Email Templates

## New Email Template

Email Template Name \*

Welcome Message

Subject

Welcome to GameDay Sports Club!

Description

Welcome message to be sent weekly to any new members

Message Plain Text

Welcome to GameDay Sports Club! We're thrilled to have you with us, and we look forward to a fantastic season. Please see b

Message Rich Text

Paragraph > | **B** *I* @ :≡ :≡ || | ↶ ↷ | Mentions >

Hi 

First Name

  
  
Welcome to **GameDay Sports Club!**  
  
We're *thrilled* to have you with us, and we look forward to a fantastic season.  
  
Please see below for the details of our first training session:  
  
Date: 6 December 2023  
Time: 6:00pm  
Location: GameDay HQ

Cancel

Save

4. Once you've finalised your content, click **SAVE**

New Email Template

Email Template Name \*

Welcome Message

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

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