



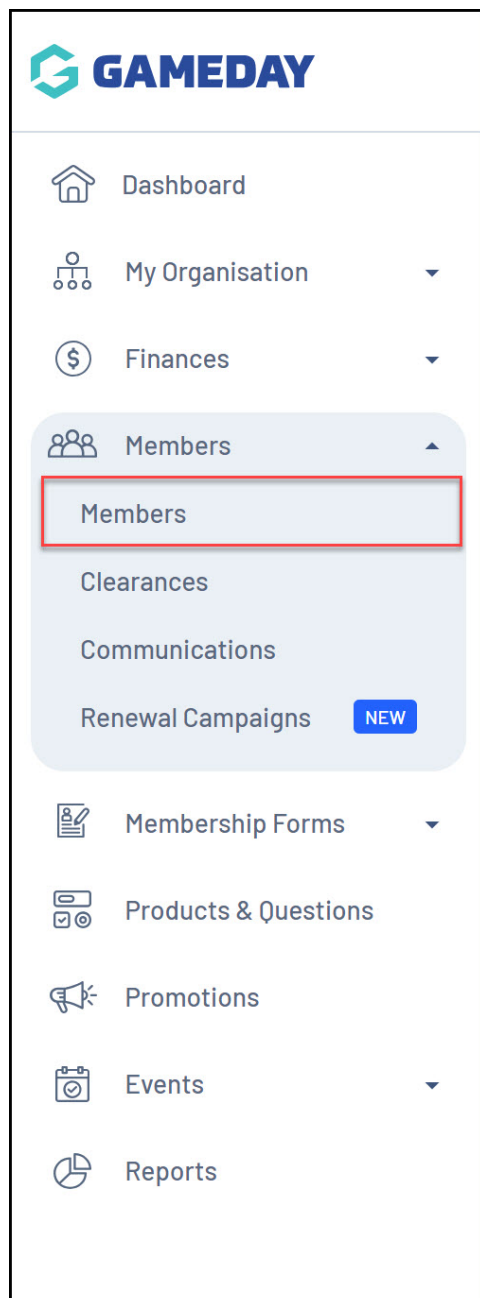
## How do I send an email to members?

Last Modified on 20/11/2023 12:38 pm AEDT

As an organisation managing a membership database, you can use their provided contact details to send email messages directly through the [Members](#) section of your GameDay database.

To send an email to your members through GameDay:

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

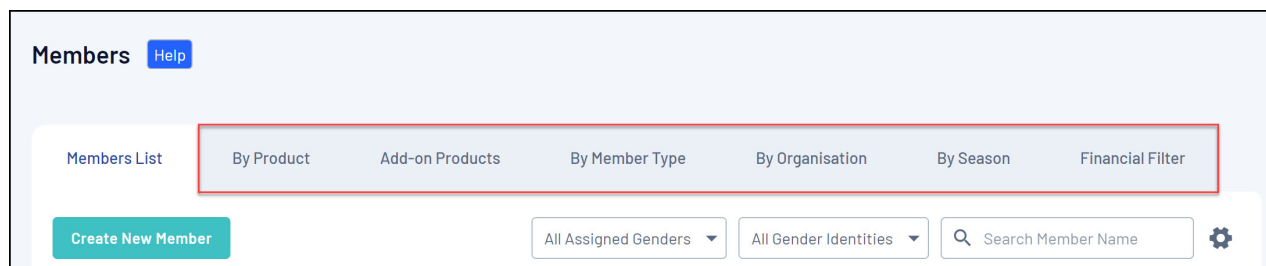


2. Select the member list tab that best applies to the group of members you want to email. For example, if you want to email all unfinancial members, select the **Financial Filter** tab.

**NOTE:** To allow flexibility in building your recipient list, you can only email members from the specific Member List views listed below:

- By Product
- Add-on Products
- By Member Type
- By Organisation
- By Season
- Financial Filter

The first tab (**Member List**) does not include the ability to email members.

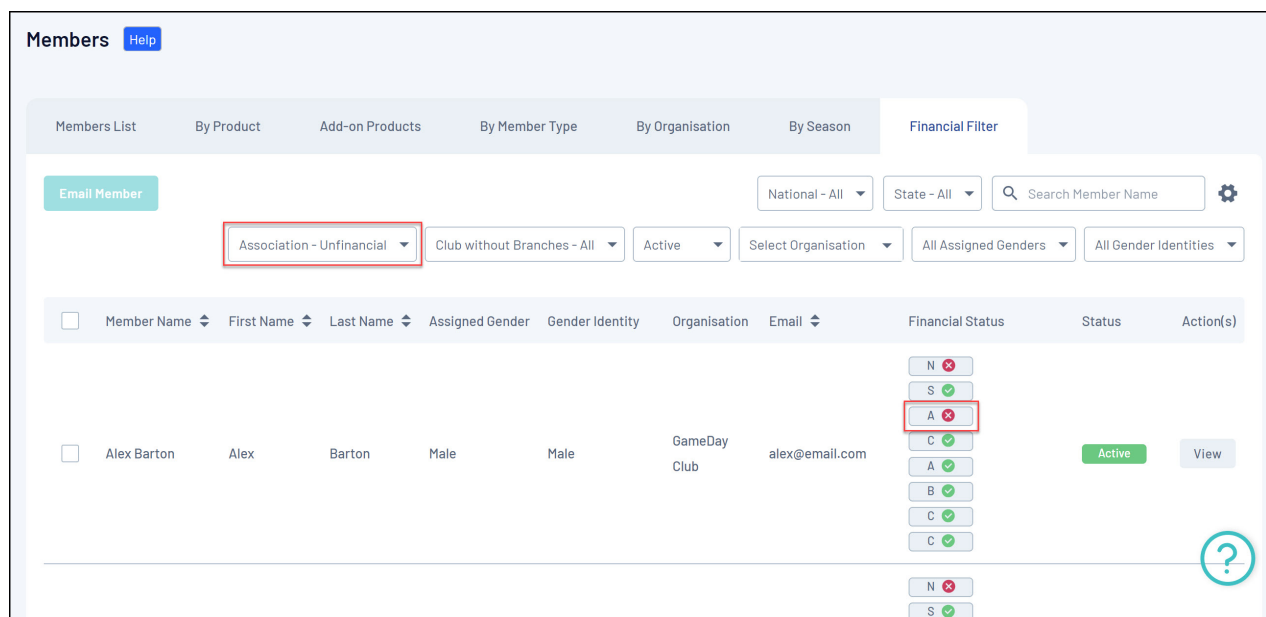


Members [Help](#)

Members List By Product Add-on Products By Member Type By Organisation By Season Financial Filter

Create New Member All Assigned Genders All Gender Identities Search Member Name

3. If needed, you can refine your recipient list further by using the filter options at the top of the list



Members [Help](#)

Members List By Product Add-on Products By Member Type By Organisation By Season Financial Filter

Email Member National - All State - All Search Member Name

Association - Unfinancial Club without Branches - All Active Select Organisation All Assigned Genders All Gender Identities

<input type="checkbox"/>	Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Organisation	Email	Financial Status	Status	Action(s)
<input type="checkbox"/>	Alex Barton	Alex	Barton	Male	Male	GameDay Club	alex@email.com	A	Active	View

?

4. Click the **CHECKBOX** to the left of a member to add them to your recipient list, or use the **SELECT ALL** checkbox to add all the selected members to your recipient list

Email 7 Members

National - All
State - All

Association - Unfinancial
Club without Branches - All
Active
Select Organisation
All Assigned Genders
All Gender Identities

<input type="checkbox"/>	Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Organisation	Mobile	Email	Financial Status	Status	Action
<input checked="" type="checkbox"/>	Alex Barton	Alex	Barton	Male	Male	GameDay Club	+61400100200	alex@email.com	N <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/>	Active	View
<input checked="" type="checkbox"/>	Al Jones	Al	Jones	Male	Different Identity	GameDay Club	+61400100200	al@email.com	N <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/>	Active	View

5. Click the **EMAIL MEMBERS** button at the top of the list

Email 7 Members

National - All
State - All

Association - Unfinancial
Club without Branches - All
Active
Select Organisation
All Assigned Genders
All Gender Identities

<input type="checkbox"/>	Member Name	First Name	Last Name	Assigned Gender	Gender Identity	Organisation	Mobile	Email	Financial Status	Status	Action
<input checked="" type="checkbox"/>	Alex Barton	Alex	Barton	Male	Male	GameDay Club	+61400100200	alex@email.com	N <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/>	Active	View
<input checked="" type="checkbox"/>	Al Jones	Al	Jones	Male	Different Identity	GameDay Club	+61400100200	al@email.com	N <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/>	Active	View

6. Confirm the recipients to whom you want to send the email, or add other recipients manually using the **Add Another Recipient** button. Click **CONTINUE** when you're ready to continue

1 Recipients2 Messaging3 Summary

✕

Emailing 7 members with the following criteria:

Your email will be sent to

Name	Email	Action(s)
Alex Barton	alex@email.com	
Al Jones	al@email.com	
Annie Wilson	annie@email.com	
April Jones	april@email.com	
Brad Garnett	brad@email.com	

Show 5  
Showing rows 1-5 of 7

1

2

>

>|

Add another recipient

?

Cancel

Back

Continue

**Note:** If you used the **Select All** checkbox on the member list, this button will instead allow you to **Remove a Recipient**

7. Select an Email Template to use as the basis of your message. You can edit information in the **Message** field to customise the content contained in the Email Template. Click **CONTINUE** when you're happy to proceed with sending the message.

✓ Recipients

2 Messaging

3 Summary

✕

Compose your mail

Choose Email Template

GameDay Fun Run Welcome Email

Stack Sports 5k Run Welcome Message

GameDay Community Welcome Message

Subject \*

Welcome to GameDay Fun Run!

Message \*

Paragraph

Welcome to our annual GameDay Fun Run!  
We hope you are training hard and as excited as we are!  
In case you missed it, details of the event are below:  
**Event Start Date/Time:** 1 October 2023 09:00AM  
**Event End Date/Time:** 1 October 2023 12:00PM  
**Starting Location:** 123 Cremorne Street, Cremorne  
We can't wait to see you there!

I confirm there is no marketing material in this email

☒

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Cancel

Back

Continue

For more information on creating Email Templates, click [here](#).

**Note:** The *I confirm there is no marketing material in this email* field is selected and locked off by GameDay. This helps ensure that emails are received by members, instead of landing in their spam or junk folder.

8. Review your campaign to ensure everything is correct, then click **CONFIRM AND SEND**

✓ Recipients

✓ Messaging

3 Summary

✕

Emailing 7 recipients

Name	Email
Alex Barton	alex@email.com
Al Jones	al@email.com
Annie Wilson	annie@email.com
April Jones	april@email.com
Brad Garnett	brad@email.com

Show 5

Showing rows 1-5 of 7

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Subject

Welcome to GameDay Fun Run!

Message

Paragraph

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Welcome to our annual GameDay Fun Run!

We hope you are training hard and as excited as we are!

In case you missed it, details of the event are below:

**Event Start Date/Time:** 1 October 2023 09:00AM

**Event End Date/Time:** 1 October 2023 12:00PM

**Starting Location:** 123 Cremorne Street, Cremorne

We can't wait to see you there!

Confirm Not Marketing

☒

?

Cancel

Back

Confirm and Send

9. You will then receive a message confirming that your email has been queued - click **OK**

Assigned Gender   Gender Identity   Organisation   Mobile

Male

00100200

Your request has been successfully queued.

OK

10. You can check the status of your email campaign by going to **Members > Communications > Communications**. If your email has been sent successfully, its **Status** will be marked as **Sent**

Dashboard

My Organisation

Finances

Members

Members

Clearances

Communications

Renewal Campaigns

Membership Forms

Products & Questions

Communications

Help

Settings

Communications

Recipients	Subject	Message Preview (Rich Text)	Sent Date/Time	Status	Action(s)
Alex Barton, Al Jones, Annie Wilson (7)	Welcome to GameDay Fun Run!	Welcome to our annual GameDay Fun Run! We hope you are training hard and as excited as we are! In case you missed it, details of the event are below: <b>Event Start Date/Time...</b>	November 20th 2023, 12:32 pm (AEDT)	Sent	View

## Related Articles