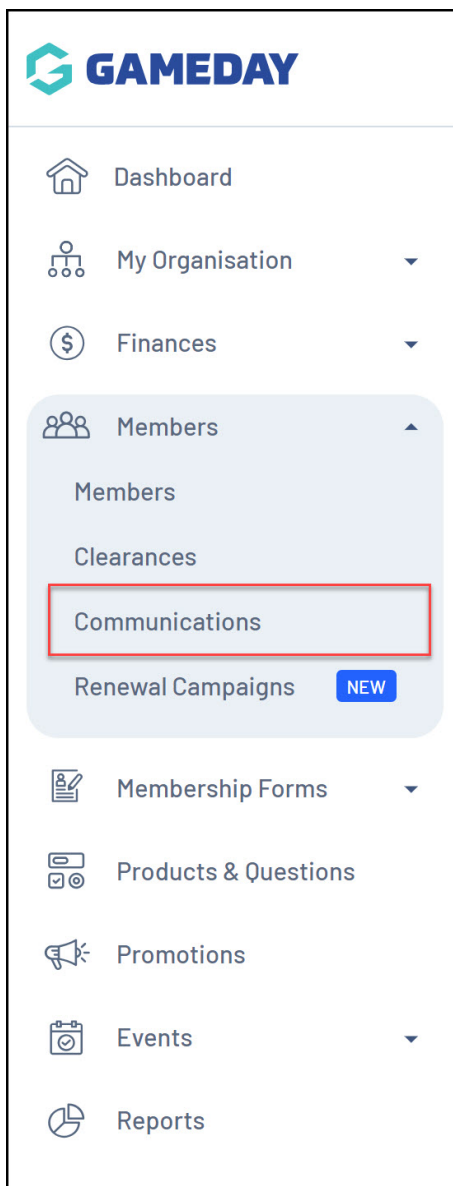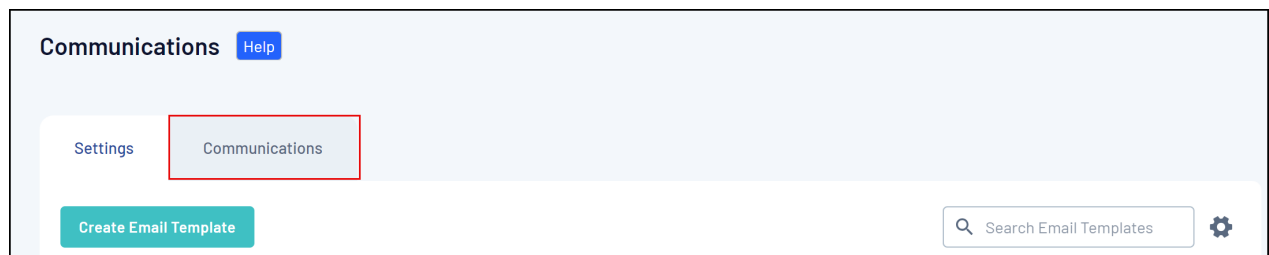# GAMEDAY

How do I view sent emails?

Last Modified on 12/12/2023 11:50 am AEDT

As an administrator using the **Communications** feature within GameDay, you can access a log of any email messages you have sent out to your members or participants following the steps below:

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

2. Click the **COMMUNICATIONS** tab

This page will show you a history of email campaigns you have sent, including the number of recipients, subject line, message content and send status. The records that appear here could be manually sent emails, confirmation emails and payment receipts, Promo Code allocations or any other system communication received by your members.
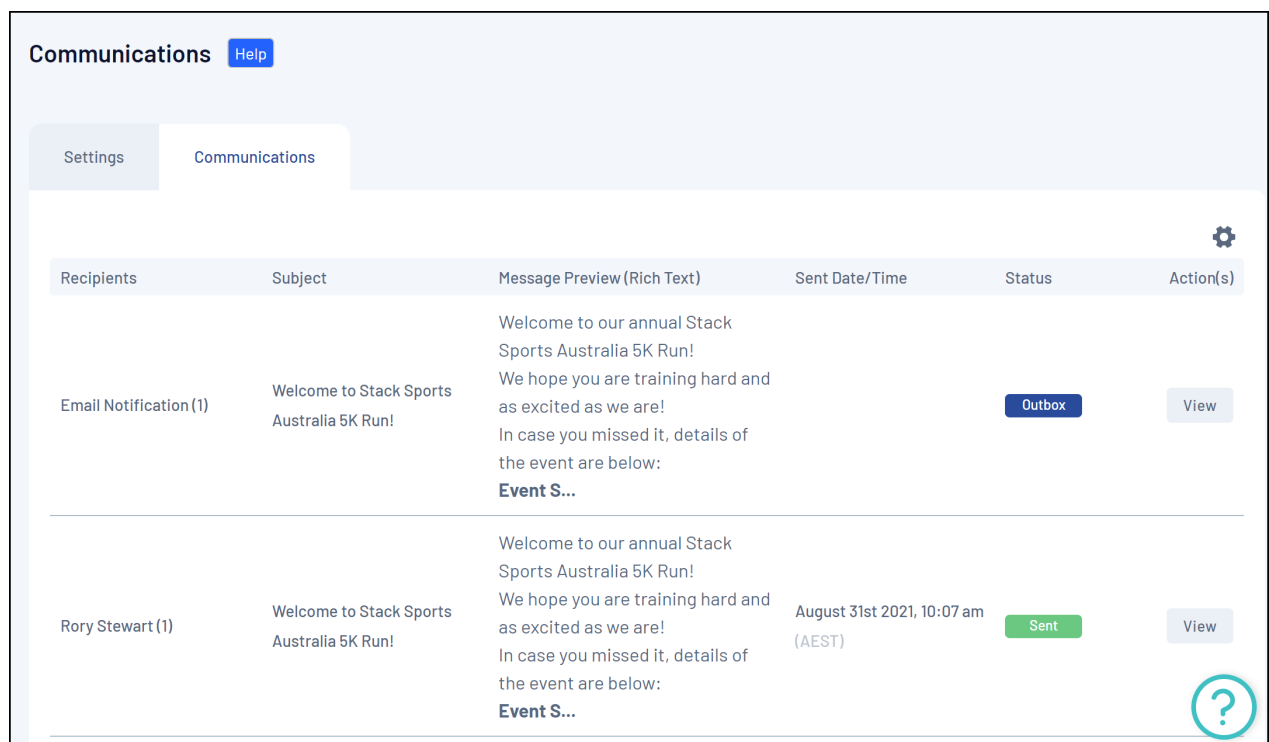
3. Click **VIEW** next to a campaign to see more detailed information about the communication
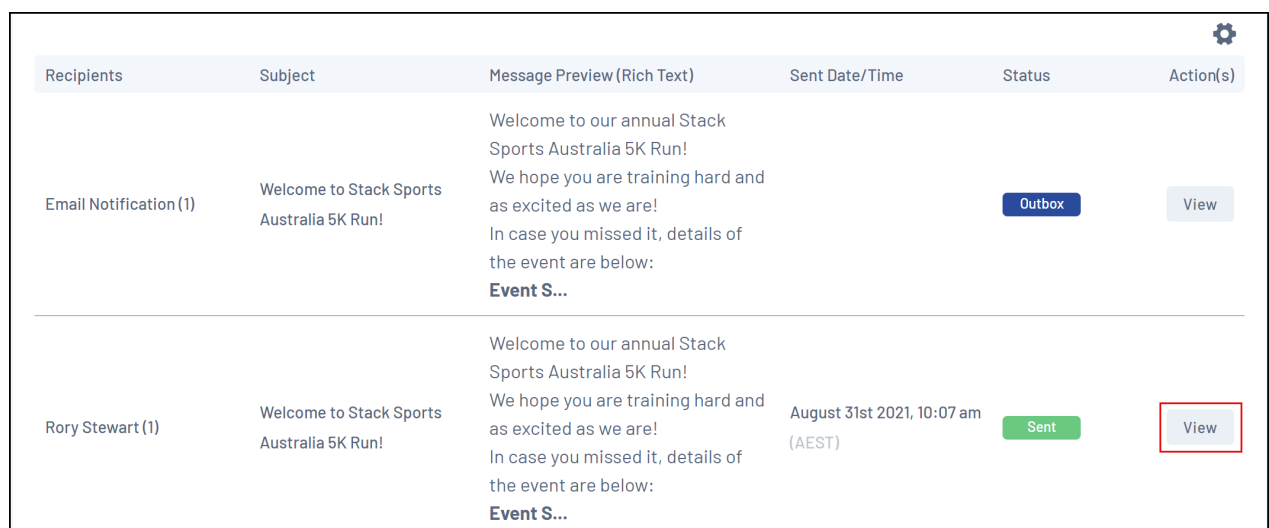
Subject

Welcome to Stack Sports Australia 5K Run!

Message (Rich Text)

Welcome to our annual Stack Sports Australia 5K 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 2020 09:00AM
Event End Date/Time: 1 October 2020 12:00PM
Starting Location: 565 Bourke Street, Melbourne, VIC, Australia, 3000
We can't wait to see you there!

Confirm Not Marketing

☑

Send Details

Sent By	GameDay Training
Status	Sent
Created Date Time	August 31st 2021, 10:07 am (AEST)
Outbox Date Time	August 31st 2021, 10:07 am (AEST)
Queued Date Time	August 31st 2021, 10:07 am (AEST)
Sent Date Time	August 31st 2021, 10:07 am (AEST)
Email Template	Welcome

Related Articles