



## Communications | Overview

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GameDay's **Communications** section allows you to pre-design email communications by creating re-usable Email Templates to define the content and subject of a certain type of email you want to send.

You can also keep track of any existing email campaigns you've sent through GameDay, including the message that was sent, the recipients, the date and the status of the campaign.

**Note:** The process of sending emails to participants directly through GameDay differs slightly between Members and Event Entrants. Please read the articles below for more information on sending emails through GameDay:

[How do I send an email to members?](#)

[How do I send an email to event entrants?](#)

To access the Communications menu, either click the **Members** or **Events** option from the left-hand menu, then select **COMMUNICATIONS**:



Dashboard

My Organisation ▼

Finances ▼

Members ▲

Members

Clearances

Communications

Membership Forms ▼

Products & Questions

Promotions

NEW

Events ▼

Reports

## Communications List

### Communications

Settings

Communications

Create Email Template

🔍 Search Email Templates



Email Template Name *	Subject	Description	Message Plain Text (Preview)	Message Rich Text (Preview)	Action(s)
Welcome	Welcome to Stack Sports Australia 5K Run!	A template to welcome event entrants to the event (feel free to personalise when sending out)	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 ...	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 0...	View ▼

The Communications page shows a list of any Email Templates you have already created, with a range of information including:

- **Email Template Name**
- **Subject:** The content that will appear in the subject line when a recipient opens the email.
- **Description:** An optional description that an administrator can add to the email template for internal reference.
- **Message Plain Text (Preview):** A preview of the content that has been added to the Plain Text Message.
- **Message Rich Text (Preview):** A preview of the content that has been added to the Rich Text Message.

**Note:** Adding a Plain Text Message is not mandatory, however it is recommended to add a Plain Text Message in addition to a Rich Text Message to ensure that individuals that are unable to render rich text content are able to read the email.

Click [here](#) for more information on Rich Text and Plain Text Messages.

## Page Actions

On the Communications List, you can apply various other actions and display settings, including:

The screenshot shows the 'Communications' page. At the top, there are two tabs: 'Settings' (labeled 1) and 'Communications' (labeled 2). Below the tabs, there is a 'Create Email Template' button (labeled 3) and a search bar 'Search Email Templates' (labeled 4) with a settings gear icon (labeled 5). The main content is a table with the following columns: 'Email Template Name \*', 'Subject', 'Description', 'Message Plain Text (Preview)', 'Message Rich Text (Preview)', and 'Action(s)'. A single row is visible with the following data: 'Welcome' in the first column, 'Welcome to Stack Sports Australia 5K Run!' in the second, 'A template to welcome event entrants to the event (feel free to personalise when sending out)' in the third, and previews of plain text and rich text messages in the fourth and fifth columns. The 'Action(s)' column (labeled 7) contains a 'View' button (labeled 6) and a dropdown arrow.

Email Template Name *	Subject	Description	Message Plain Text (Preview)	Message Rich Text (Preview)	Action(s)
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**1. Settings:** View a list of existing Email Templates.

**2. Communications:** View a list of previous email campaigns that have been sent through GameDay.

- 3. Create Email Template:** Create a new email template.
- 4. Search Function:** Search for email templates by name.
- 5. List Table Settings:** Define which fields display in the columns of the list table.
- 6. View Email Template:** View the details of an existing email template.
- 7. Actions:** Expand the actions arrow to access the below features:
  - **Edit:** Edit the details of an existing email template.

For more information on processes relevant to the **Communications** page, please refer to the **Related Articles** section of this article.

## Related Articles

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