



GAMEDAY

How do I send a Member Renewal Email to my participants?

Last Modified on 30/11/2023 2:20 pm AEDT

Communicator provides associations and clubs with the ability to send emails to members in their database with a reminder to register to the new season.

To send a Member Renewal email:

1. From the association or club level of Membership, click on **Communications** in the menu.
2. The Communicator options will open. Click on **Member Renewals**.

Communicator - Options

Select from the options below:-

Send a Message	Create and send a message to your members via email or sms
Team Renewals	Send preset team entry invitations to existing team
Member Renewals	Send preset member entry invitations to existing members
Manage Custom Groups	Set up and manage communication groups
Program Renewals	Send preset program invitations to existing members
EOI Invitation	Send program invitations to eoi members
Profile	Set up and manage the sender profile settings for this account
Sent Messages	Display a log of previously sent messages

3. Click on the drop-down list and **select a past season**. Registration renewal emails will be sent to members from that particular season.

If you attempt to send these to new/current season members, nothing will occur as you have no members registered for your new/current season yet.

If you wish to also send the email to members' parents (as some of your organisation are juniors), click on the **Include Parents check box**. Within each member's record is a 'Parent/Guardian Email' field (screen shot below). Checking the 'Include Parents' option will also send the email to the Parent/Guardian's email address (if this is was filled out when registering last season).

Communicator - Member Renewals

Use this feature to send out reminders to members to renew their registration.

Invite members from which season?

Choose the members for which you would like to send out renewals by selecting a season (normally the previous season) where the members have been playing.

Choose a past season to send renewals to: 2021 B Include parents

[Continue >](#)

5. Click on Continue.

6. The list of competitions from the selected season will appear. If you want to send the email to members that participated in all (or most) competitions from that season, click on **Select All**. This will tick the check boxes for each competition, and you can click on any competitions that contains members that you do not want to send the message to (un-tick them).

Use this feature to send out reminders to members to renew their registration.

Invite members from which previous competitions?

By selecting competitions here you are choosing to communicate with members from that competition.

If no competition is selected then you've chosen to communicate with everyone in that season.

[\(Select All/ Unselect All\)](#)

- 2021 test comp
- 2021 test comp 2
- ash test comp
- Ash Test Comp 2020
- fixture
- Fixture Importer Bye Test
- manual venue add
- No Overtime Test Comp
- No Overtime Test Comp Rollover 3
- Pools Competition Test 2 [BA]LB
- Pools Competition Test 3 [BA]LB
- Pools Competition Test [BA]LB
- Short Test Comp 2020
- Short Test Comp 2020 Rollover 1
- Timeout Comp Test
- Timeout Comp Test Rollover
- venue allocation grid

7. Click on **Choose Form**.

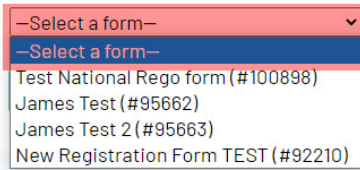
8. Under 'Choose Registration Form', click on the drop-down list and select the registration form you want to send to members.

NOTE: make sure the registration form you want to send has been set up with new season products and questions before sending this out and that your new season is set correctly within the database (via seasons within settings), otherwise when members register via this form, they may register into the wrong season.

Use this feature to send out reminders to members to renew their registration.

Choose registration form

The reminder email you send will contain a link to a member registration form. Please confirm here which form you wish to use for this purpose.



A screenshot of a dropdown menu. The menu is open, showing a list of options. The top two options are "--Select a form--". Below them are "Test National Rego form (#100898)", "James Test (#95662)", "James Test 2 (#95663)", and "New Registration Form TEST (#92210)".

9. Click on **Customise Email**.

10. The email message that will be sent to members will be shown. The member's name, your organisations name and the link to the registration form are automatically included in the email. Most of this email cannot be modified, however you are able to customise the first paragraph. Click in the text box and type your message.

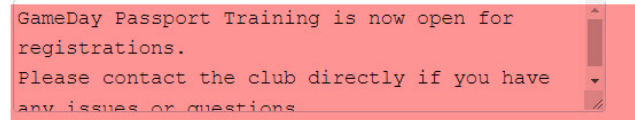
If you wish to also send out an SMS with this renewal link, please fill out the SMS section. **Note: SMS credits cannot be refunded.**

Use this feature to send out reminders to members to renew their registration.

Customise email

The reminder email you send will contain instructions for re-registering. You can customise some of the introductory text.

Hi << Member Name >>,



A screenshot of a text box with a red background. The text inside reads: "GameDay Passport Training is now open for registrations. Please contact the club directly if you have any issues or questions." There is a vertical scrollbar on the right side of the text box.

We have prepared an online registration form and we can also accept payment online.

[Click here](#) to commence the registration process.

GameDay Passport Training

11. Click on **Send emails only** (or another option depending on what you have filled out).

12. Click on **SEND RENEWALS NOW**.

13. A message will appear confirming the number of emails that have been sent.
