GAMEDAY

How do I see my organisation's history of Sent Messages?

The Sent Messages area keeps a record of all previously sent messages. It lists the specific date and time, the type of message sent (email or SMS), the message subject and the number of recipients. You can also read the message content.

To view sent messages:

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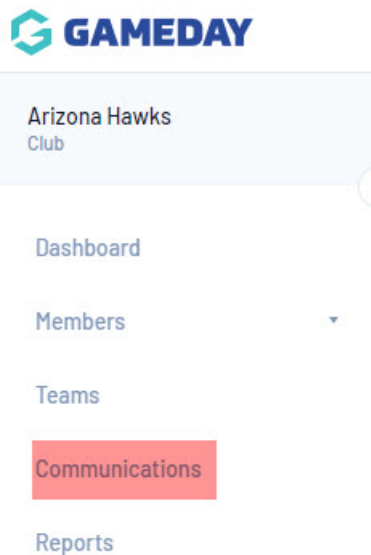
2. The Communicator options will open. Click on **Sent Messages**.

Communicator - Options

Select from the options below:-

Button	Description
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
Profile	Set up and manage the sender profile settings for this account
Sent Messages	Display a log of previously sent messages

3. A list of sent messages will be displayed. From this list you are shown the date/time, type of message, message subject and number of recipients. For more details, click on the **View icon** next to the message.

Communicator - Sent Messages

	Date/Time	Type	Subject	Num. Recipients
	14/01/2020 10:32	Email	Bushfire Fundraiser	987
	14/01/2020 10:14	Email	Bushfire Fundraiser	1442
	14/01/2020 09:47	Email	Bushfire Fundraiser	1947
	01/11/2019 17:00	Email	Save the YJFL Petition to Daniel Andrews, Premier of Victoria	13374
	01/11/2019 16:58	Email	Find the YJFL a new home – Petition	7589
	01/11/2019 16:55	Email	Save the YJFL Petition to Daniel Andrews, Premier of Victoria	4988
	01/11/2019 16:40	Email	Save the YJFL Petition to Daniel Andrews, Premier of Victoria	7641
	02/05/2019 11:11	Email	Hire Depot on Board with Yarra Magpies for 2019	7230
	04/06/2018 16:32	Email	Hire Depot – New League Sponsor	1476
	04/06/2018 15:57	Email	Hire Depot – New League Sponsor	1603
	04/06/2018 15:47	Email	Hire Depot – New League Sponsor	722

4. The message content will appear. At the bottom of screen the number of recipients is shown as well as the individual emails/sms numbers the message was sent to.

Communicator - Sent Messages

Date/Time	24/02/2022 11:23
Subject	test
Type	Email
Message	test test --- John Adams GameDay Passport Secretary Phone: 0412345678 Address: 1234 Test Avenue, Test
Number of Recipients	1

Name [   ] Email [   ]

Name	Address	Status	Sent Date	Bounces
Paula Alvarado	●●●●●●●sportstg.com	Sent	2022-02-24 11:23:42	

Some emails are displaying with an error or bounce back?

If you notice some emails sent are displaying with an error message or bounce back, this may mean that the email is on our bounce back list within the system, so please contact our support team, with the email address/es affected and we can check and remove if needed. If our team is unable to see these addresses on our bounce list etc, this may mean that the email is being rejected from the recipients email address and so the email recipient will need to contact their email provider as it could mean our email address (as it gets sent via donotreply) may be on a blacklist or bounce list on their side.