GAMEDAY

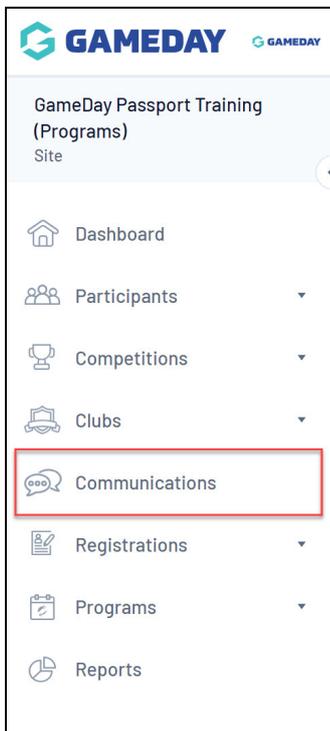## How do I send Program Renewal emails to participants?

Last Modified on 06/12/2023 10:53 am AEDT

Passport administrators can send out **Program Renewals** to parents who registered members in a previous program.

This email allows you to create a custom message and include registration links or upcoming program details should they wish to register for another program.

To compose a Program Renewal email:

1. From your Passport dashboard, click **COMMUNICATIONS** in the left-hand menu

2. Click **PROGRAM RENEWALS**

Communications [Help]

Select from the options below:

Button	Description
Send a Message	Create and send a message to your members via email or sms
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. Select one or more programs from the list to generate a recipient list based on the program participants, then click **CHOOSE RECIPIENTS**

Communicator - Program Renewals

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

Invite members from which Program?

By selecting Programs here you are choosing to communicate with members from that Program. If no Programs is selected then you've chosen to communicate with everyone in that season.

(Select All / Unselect All)
(Show Inactive)

☑ Program 1: 9 March 2023 - 8:30am (Thu 8:30 AM)
☐ Program 2: 9 March 2023 - 4:30pm (Thu 4:30 PM)
☐ Program 3: 13 March - 9:30am (Mon 9:30 AM)
☐ Swimming Lessons - Age 5 to 7 (Sat 5:00 PM)

Choose Recipients >

4. A list of recipients from that program will display. Tick the relevant members to whom you want to send a renewal notification, then click **CUSTOMISE EMAIL**

Communicator - Program Renewals

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(Select All / Unselect All)
(Show InactiveHide Inactive)

Select email methods:
- ☑ Email
- ☑ Parent/Guardian 1 Email
- ☑ Parent/Guardian 2 Email

Program 1: 9 March 2023 - 8:30am (Thu 8:30 AM)

	Name	Email	Parent/Guardian 1 Email	Parent/Guardian 2 Email
☑	Dante Driscoll	dante@email.com		
☑	Rachel Dudley	rachel@email.com		
☑	Burke Oneill	burke@email.com		

[Customise Email >]

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5. Add the relevant details for the upcoming program in the body of the email, such as the registration form link, a link to a website and/or the program details. Once you've entered your email content, click **SEND EMAILS NOW**

Communicator - Program Renewals

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 << Parent 1 Name >>,

<< Members Name >>'s program at GameDay Passport Training
(Programs) is nearly over and we want to make it as easy as
possible for you to determine what << Members Name >> does
next.

Please click the link below to register for the new
Program:

https://membership.mygameday.app/regoform.cgi?
formID=99768&programID=62732

Best Wishes
GameDay Passport Training (Programs)
Coordinator Name: Rory Stewart
Phone: 0400100200
Email: donotreply@mygameday.app

[Send emails now]