



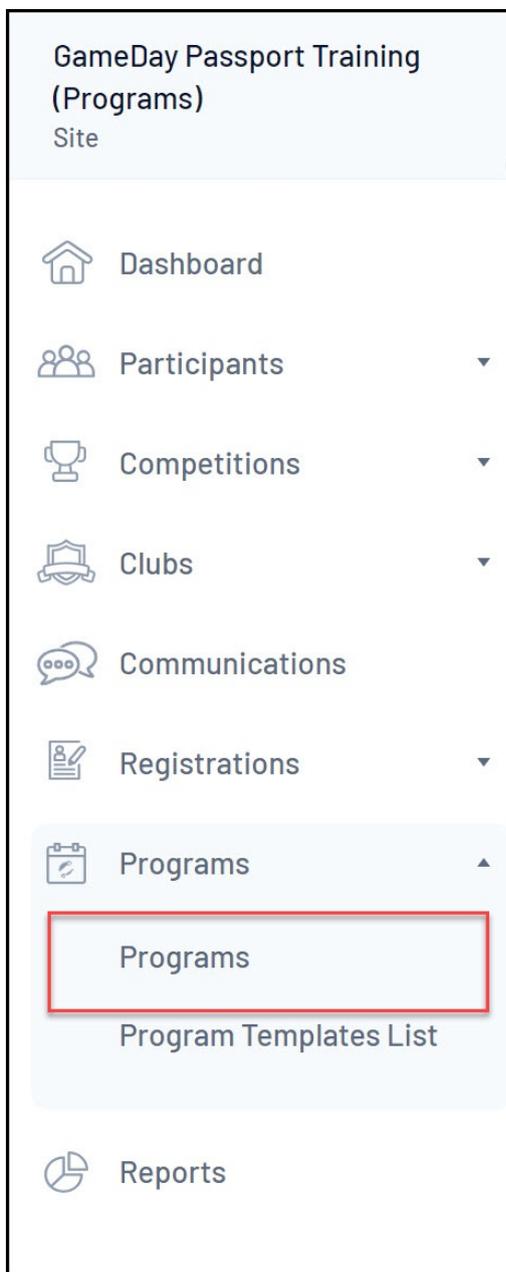
## How do I send an email to Program participants?

Last Modified on 29/01/2024 3:01 pm AEDT

As an administrator running Programs through GameDay Passport, you can quickly and easily communicate with program participants via email directly through the platform.

To print a participant's certificate:

1. From your organisation dashboard, click **PROGRAMS** in the left-hand menu



2. Find the applicable Program, then click **VIEW MEMBERS**

**Programs** ADD

Showing Name Including  Status

Program Name	Location Name	Start Date	Days Run	Add Products	Product Prices	Members	Registration Link	EOL	Statu..
School Holiday Program	565 Bourke Street	13/09/2023	Friday		<a href="#">Edit Prices</a>	<a href="#">View Members</a>		<a href="#">View EOL</a>	<input checked="" type="checkbox"/>

### 3. Select **CONTACT MEMBERS**

**Members in School Holiday Program** [CONTACT MEMBERS](#) [ADD](#) [MOVE](#)

Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer	Certificate
Simon	Jack	1994-07-29	<input checked="" type="checkbox"/>	<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>
Adams	Reuben	2010-01-24	<input checked="" type="checkbox"/>	<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>

[Click here](#) to return to list of Programs

Showing all 2 rows Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

4. Here, you can choose whether you want to send an email to all participants, or you can use the checkboxes to the right of the member names to add or remove them from the recipient list. Once you've confirmed your recipient list, click **EMAIL**

### Communicator - Confirm Recipients

You have chosen to send a message to **Predefined List Programs**.

Choose the type of message(s) you would like to send.

SMS

To send an SMS you require sufficient credits. You have **0** SMS credits available. You are not logged in to send an SMS

Email

Send a longer less urgent message

Combo

This option will SMS contacts with a mobile number and automatically email those contacts with an email address but no mobile number listed.

Untick to exclude people from this message

Contacts List			
Name	Email	Mobile	<a href="#">Select All/Unselect All</a>
Reuben Adams	bevipo@mailinator.com		<input checked="" type="checkbox"/>
Jack Simon	rory.stewart@mygameday.app	0400100200	<input checked="" type="checkbox"/>

5. Use the Compose Message page to confirm your reply email address, subject line and message content

## Communicator - Compose Message

All fields must be completed. When finished, press the 'Send Message' button.

### Email

From

Subject

Message

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. It includes dropdown menus for font style (Normal) and font size (2 (10 pt)), and icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, undo, redo, and print.

Thank you for registering to our program!

Please keep an eye out for more details closer to the date.

We look forward to seeing you soon.

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John Adams GameDay Passport Secretary Phone: 0412345678 Address: 1234 Test Avenue, Test