



## How do I create a custom Opt-In?

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As a Passport administrator taking registrations and/or managing members through your database, you have the ability to set up custom **Opt-Ins** whereby you can offer each member an option to Opt-In to *Secondary Communications* that you send through Passport's Communications feature.

*Secondary Communication* can contain information about the season (e.g. scores, statistics, weekly newsletters), special offers, promotions and marketing. These communications can **ONLY** go to those who have opted-in to receiving this information upon registration and have not opted-out prior to the last 7 days.

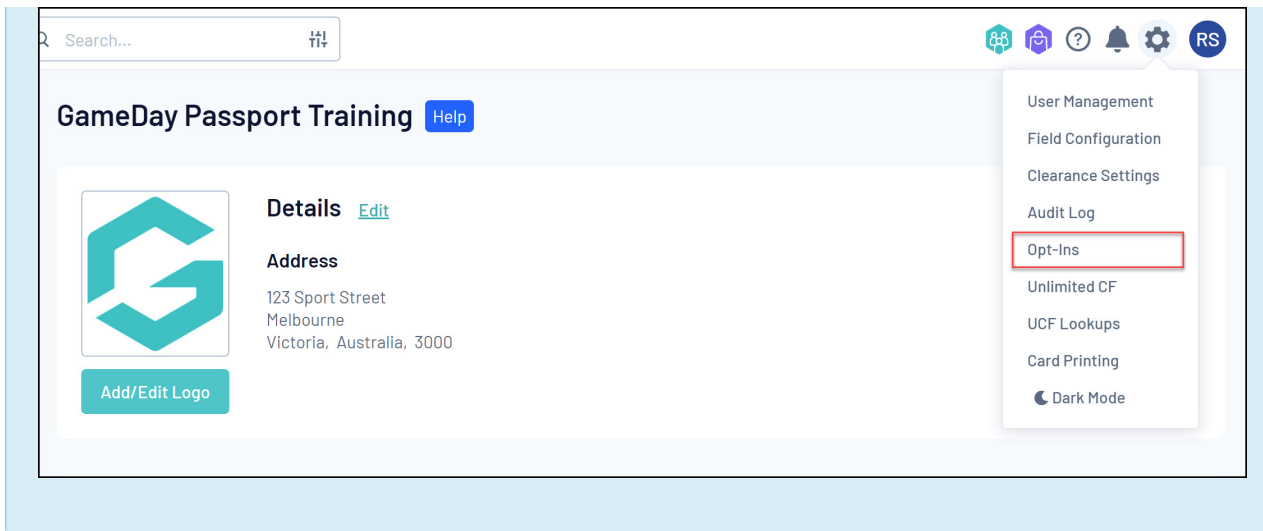
By creating an Opt-In, you are automatically adding an additional checkbox to any of your organisation's registration forms. The system will then collect and store data for members who chose to Opt-In to allow you to report on and filter communications by this group of members.

To create an Opt In:

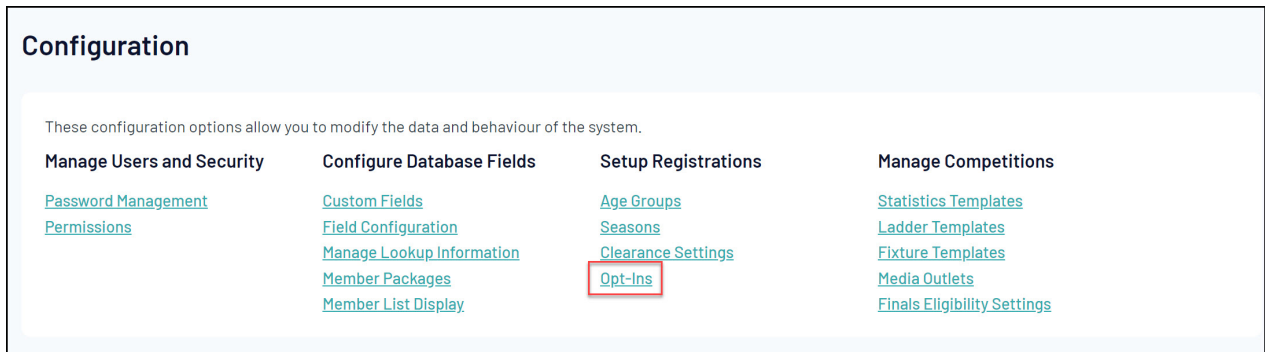
1. From your organisation dashboard, click the **Settings Cog**, then **SETTINGS**

The screenshot shows the GameDay Passport Training dashboard. At the top right, there is a navigation bar with several icons, including a gear icon for settings. A dropdown menu is open from the gear icon, listing the following options: Settings, User Management, Process Log, Audit Log, and Dark Mode. The 'Settings' option is highlighted with a red box. Below the navigation bar, the dashboard content is organized into sections. On the left, there is a 'GameDay Passport Training' header with a 'Help' button and a profile card for 'GameDay' with an 'Add/Edit Logo' button. The main content area is divided into three columns: 'Details' (with an 'Edit' link), 'Contacts' (with an 'Edit' link), and 'Vice Presi'. The 'Details' section shows the organization's address: 12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000, with a phone number +61400100200 and an email address hello@mygameday.app. The 'Contacts' section lists the President (Margaret Bell), Treasurer (Melissa Boyle), and Vice President (Barry Driscoll), each with their contact information and an email address. The 'Vice Presi' section lists the Secretary (Barrett Ferguson) with their contact information and an email address. A 'Show more' link is visible at the bottom of the 'Contacts' section.

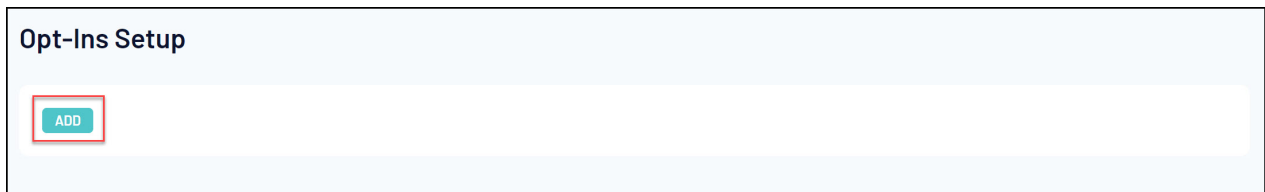
**Note:** If your organisation is above Association/League level, select **OPT-INS** from this menu



2. Click **OPT INS**



3. Click **ADD**



4. Enter your **Opt-In Message**, then click **UPDATE**

## Opt-Ins Message

[Click here](#) to return to list of Opt-Ins

Opt-In Message\*

Opt-in to allow GameDay to send marketing communications to your registration email address



Active



Update

[Click here](#) to return to list of Opt-Ins

Your Opt-In will then automatically appear when:

a) Someone registers to your organisation

Allergies (Please List)

How did you hear about us?

Do you have a current Working with Children Check (WWCC)?

Are you an accredited coach?

Opt-in to allow GameDay to send marketing communications to your registration email address

Continue

b) When an administrator of your organisation wants to send a **Secondary Communication** through the email communication functionality

Team Contacts

For Teams registered in competitions in Season

2023 Season



Players

Registered in Season

2023 Season



Include parents

Coaches

Registered in Season

2023 Season



Umpires

Registered in Season

2023 Season



Officials

Misc

Registered in Season

2023 Season



Volunteer

Registered in Season

2023 Season



Programs

Enrolled in Program

All Current Programs



Include parents

### Communication Type

Please choose the type of the communication this is intended to be.

Primary purpose communications will be sent to all members within the group.

Secondary purpose communications will be sent only to members that have opted-in to receiving that type of communications.

Please refer to '[Use of Communicator](#)' guidelines on communication purposes.

Secondary purpose

Filter by Opt-in

Opt-in to allow GameDay to send marketing communications to your registration email address

Continue