How do I receive notifications for match changes?

24/07/2025 1:26 pm AEST

Overview

GameDay can automatically send a daily email summary to designated club contacts, outlining any changes made to competition fixtures relevant to their club within the last 24 hours. This ensures key personnel are always aware of updates to teams, venues, or match times.

This feature is enabled by assigning the **Competition Admin** functional responsibility to one or more contacts within your organisation's profile.

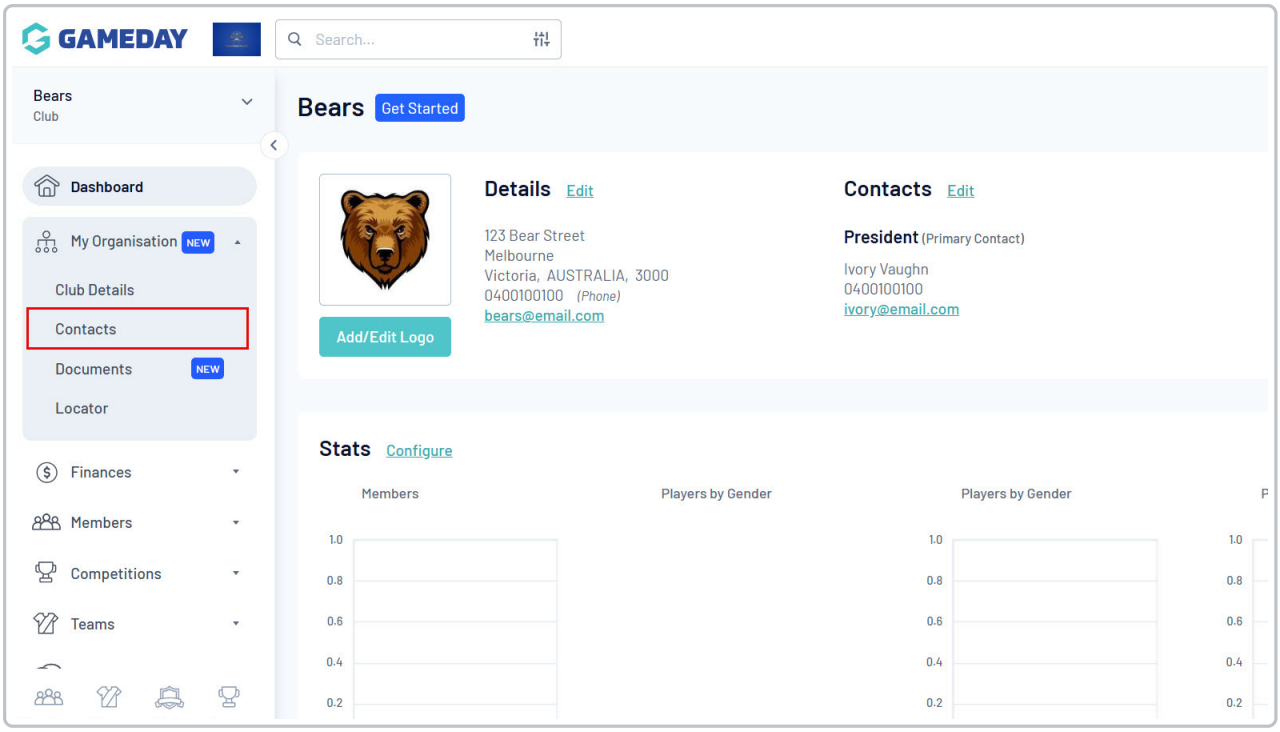
Be aware that:

- The update email is sent once per day and will only be sent if a change has occurred in the previous 24 hours.
- Only **Club** contacts with the **Competition Admin** responsibility assigned to them will receive these automated emails.
- The designated contact must have a valid email address entered in their profile to receive the notifications.

Step-by-Step

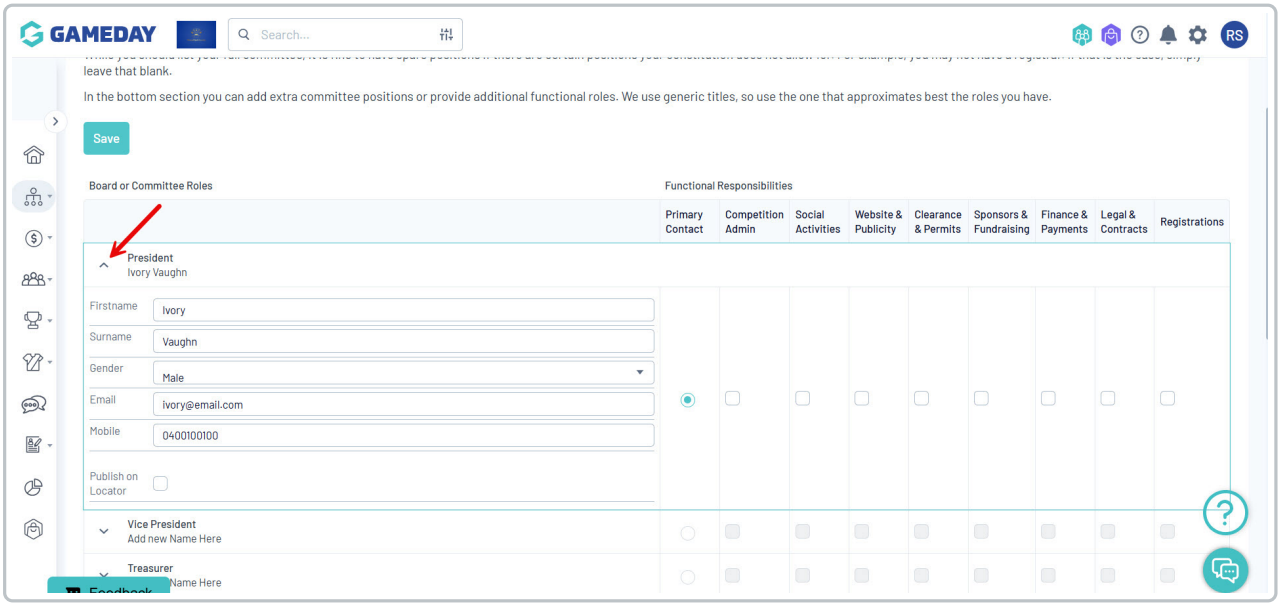
Step 1: Navigate to your Contacts list

From your Club-level database, in the left-hand menu, click **My Organisation**, then select **CONTACTS**.

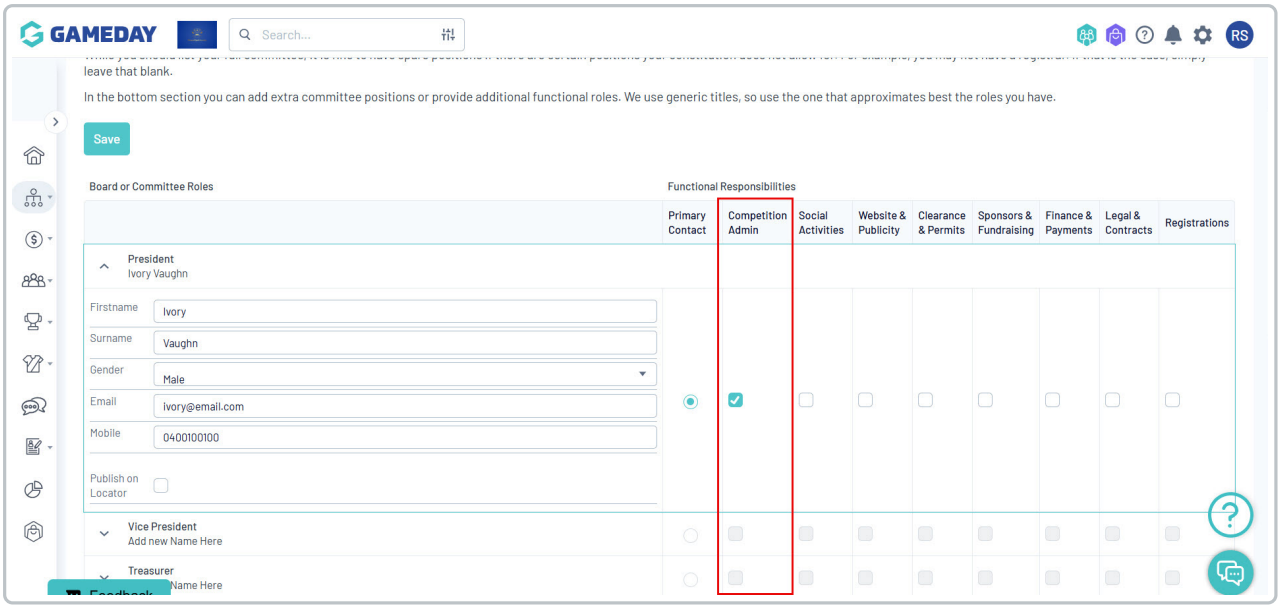


Step 2: Assign the 'Competition Admin' Responsibility

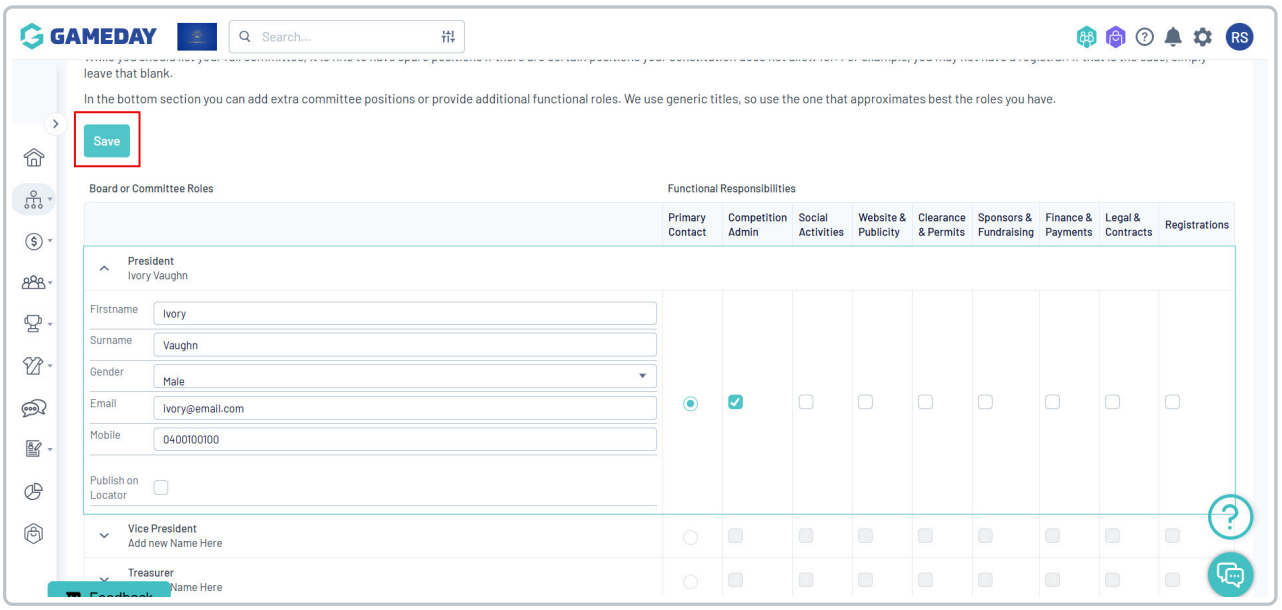
On the contacts screen, find the contact you want to receive the updates. If their details are not visible, click on their role (e.g. President) to expand the entry.



In the **Functional Responsibilities** grid, tick the checkbox that corresponds with the contact's row and the **Competition Admin** column.



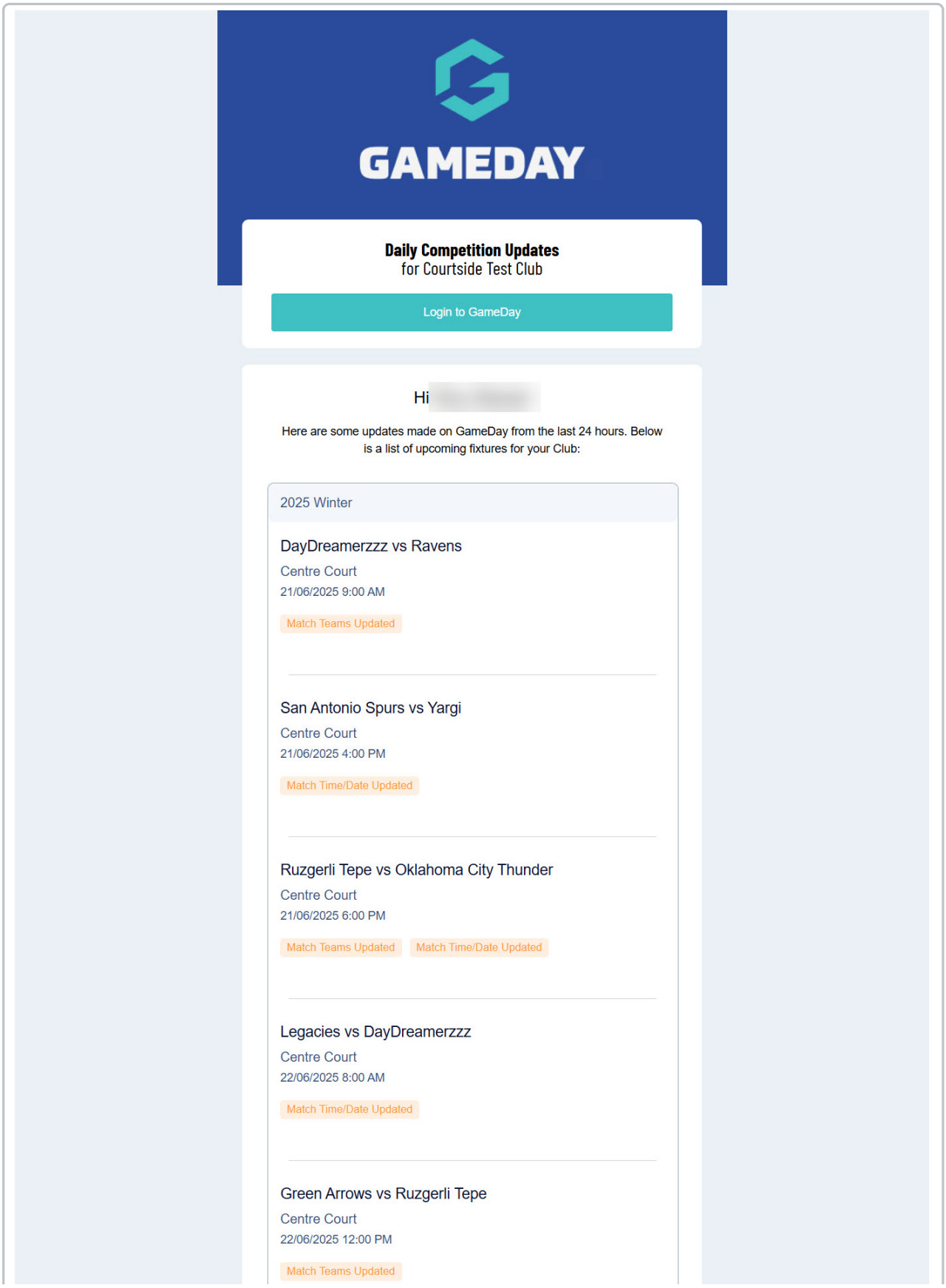
Click **SAVE**



Once assigned, the contact will automatically receive a **Daily Competition Updates** email on any day following a change to a fixture involving their club. Any changes to the below details where the club's teams are involved will be included in the notification:

- Fixture Time
- Fixture Date
- Fixture Venue
- Home Team
- Away Team
- Match Official Allocation

Note: Updates will only be sent for fixtures scheduled **within the next 30 days** that were updated in the previous calendar day



Oklahoma City Thunder vs Yargi

Centre Court

22/06/2025 2:00 PM

Match Teams Updated

Ravens vs San Antonio Spurs

Centre Court

22/06/2025 11:00 PM

Match Time/Date Updated

DayDreamerzzz vs Green Arrows

Side Court

23/06/2025 9:00 AM

Match Venue Updated

San Antonio Spurs vs Oklahoma City Thunder

Side Court

23/06/2025 2:00 PM

Match Venue Updated

View your Fixtures

View Club fixtures via GameDay Websites or Download the GameDay App

View Fixtures

Download App