

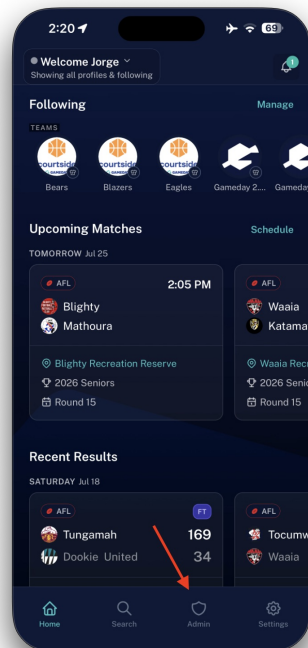
How to Send an Announcement

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How to Send an Announcement

Follow these steps to post a new announcement:

1. Open the GameDay app and tap on the **Admin** tab at the bottom of the screen.



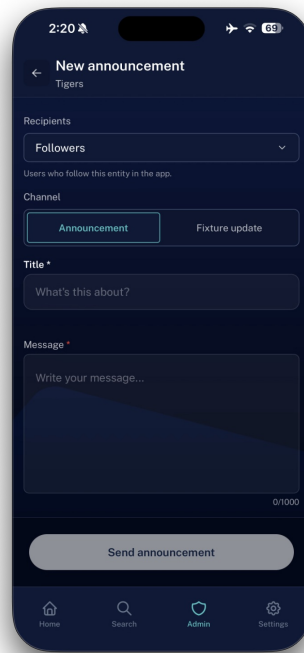
2. Under the **Team** or **Club** section, select the specific entity you want to manage (e.g., *Tigers*).
3. On the entity management page, tap **Announcements** (*Send a push notification and optionally an email to followers*).
4. Tap the + (**Plus**) button in the bottom-right corner to create a new announcement.
5. In the **New Announcement** screen, fill out the required details:

Recipients: Choose the target audience (e.g., *Followers*).

Channel: Select whether this is a general **Announcement** or a **Fixture update**.

Title: Enter a brief header for your message.

Message: Type your full message (up to 1,000 characters)



6. Once complete, tap the **Send announcement** button at the bottom to dispatch your message.



Note: Only users with administrative privileges for the selected team, club, or league will see the **Admin** tab options and be able to publish announcements.