



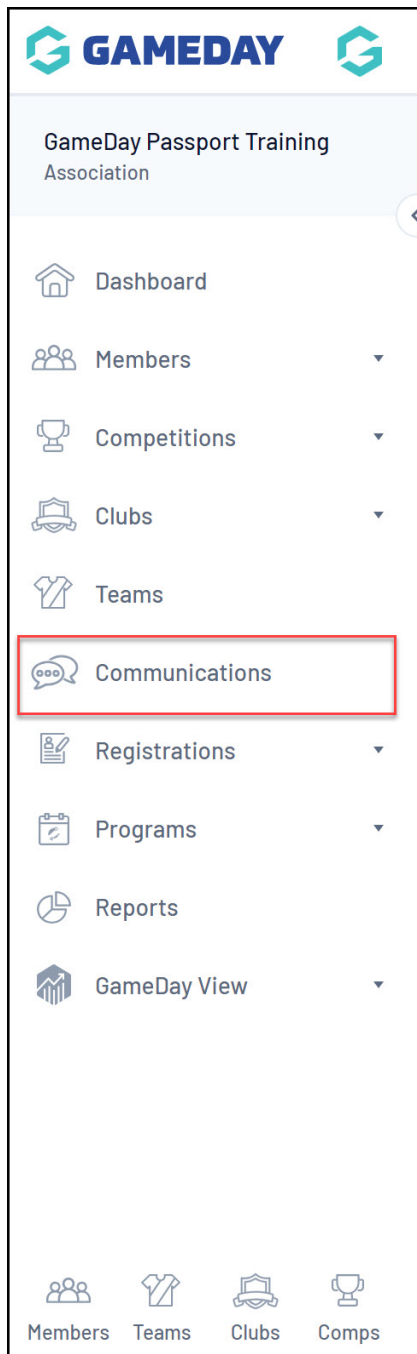
How do I send a Secondary Communication to Opted-In members?

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If your organisation is using custom [Opt-Ins](#) whereby members are able to agree to receive secondary communications such as marketing or sales communications from you, you can ensure that these types of emails are sent only to opted in members.

To send a Secondary Communication to Opted-In members:

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



2. Click **SEND A MESSAGE**

3. Select **MEMBERSHIP GROUP**

4. Select a relevant member type, then in the **Communication Type** section, select **SECONDARY PURPOSE** from the drop-down menu. You will then see your Opt-In appearing as a selectable option.

☒ 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](#)

5. Click **CONTINUE**

6. Your recipient list will now only include members who have opted in to receive these communications. Use the **EMAIL** button to continue.

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

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

Send a longer less urgent message

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	Select All/Unselect All
Kenneth Fox	r.stewart@sportstg.com		<input checked="" type="checkbox"/>
Ian Goran	r.stewart@sportstg.com		<input checked="" type="checkbox"/>
Jack Simon	r.stewart@sportstg.com	0400100200	<input checked="" type="checkbox"/>

7. Compose your email in the **Message** section, then click **SEND MESSAGE**

