

## 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 PURCPOSE** 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 💌		
O Umpires	Registered in Season	2023 Season 💌		
Officials				
OMisc	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 intented 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.						
SMS	To send an SMS you require sufficient credits. You have <b>0</b> SMS credits available. You are not logged in to send an SMS Send a longer less urgent message					
Email						
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	Select All/Unselect All			
Kenneth Fox	r.stewart@sportstg.com					
lan Goran	r.stewart@sportstg.com					
Jack Simon	r.stewart@sportstg.com	0400100200				

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

Message	🚼 — format — 🗸 — font — 🗸 🖌 🙀 🗛 🗛 🗛 🙀 🦉 📱 🗐 🗐 🦂 🦘 🅐 関 🙆			
	You can opt out of emails like this from GameDay Passport Training. <u>Unsubscribe</u> .			
	 John Adama CamaDay Decenant Corretory Dhamas 0412245670 Address 1224 Test Avenue Test			
	John Adams GameDay Passport Secretary Phone: 0412345678 Address: 1234 Test Avenue, Test			
Attachment(s):				
(Total max size: 1 MB)	(Total max size: 1 MB)			
Add Files				
Type of Message:	News			
Acceptable Use Policy:				
GameDay provides the Communicator to Associations. Clubs and Teams for legitimate communication between these entities and their members. Lisers who use this				
system to send SPAM (electronic junk mail) will be immediately banned from further use. GameDay monitors the level of communication (not the content of the messages) to				
ensure that there is no excessive and or unnecessary use of the system by individuals or entities.				
Send Message				

Using this type of communication, opted-in members have the ability to unsubscribe from your communications as part of any emails received.