Club Emails Branding

User Guide

Club Emails Branding
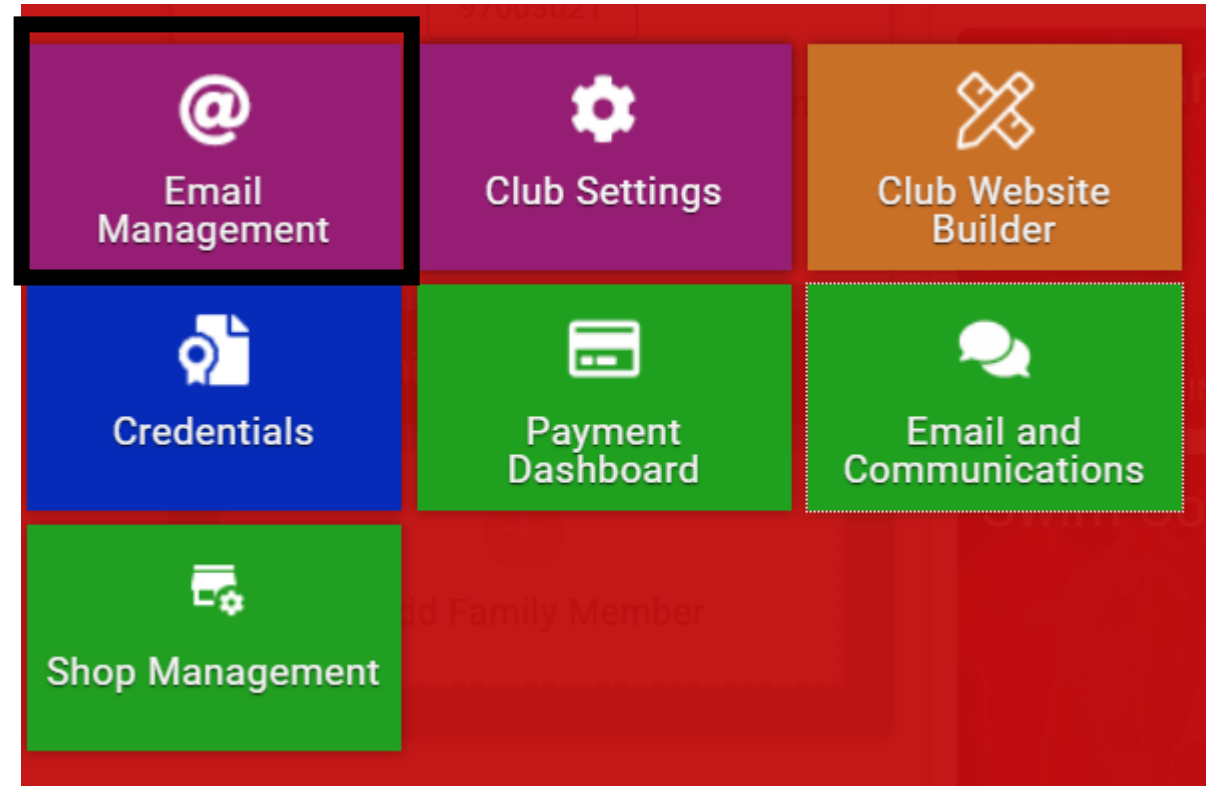
Club Emails Branding

The Club Email branding feature allows you to customise the formatting of your emails through editing the header and footer that wrap around the content of the email.
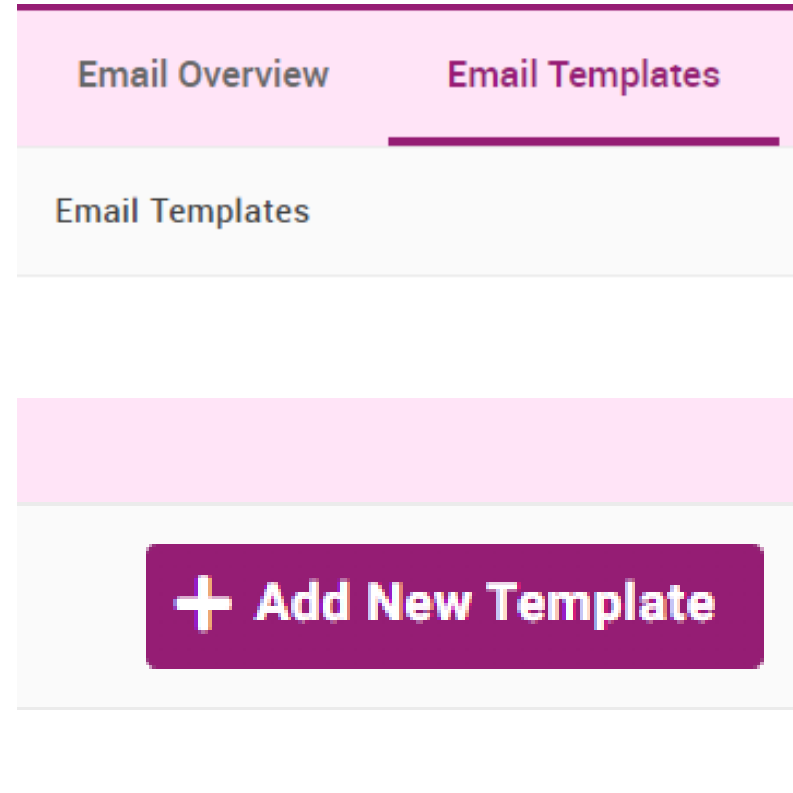
Accessing

You can access by selecting Menu, on the top left on your screen, followed by Email Management

Creating a New Template

To create a new template for your email, select email template followed by 'Add New Template on the right hand side of the screen

Template Details

Name – Used to identify the template, and isn't visible to recipient

Description – A brief summary of the template, not visible to recipient

Organisational Name – The name of your Club

Organisational Email – Main email address for the club

JustGo URL – Enter your club JustGo URL

General   Header   Title   Footer

Name: *

Description:

Organisation Name: *

Organisation Email:

JustGo URL:

Template Header

Upload Logo – Able to upload the Club logo onto your emails

Logo Link – Enter the website address of the club

Logo Alignment – Where you would like your logo positioned in your header

General　　Header　　Title　　Footer

Top logo

Logo:

Upload Logo

Logo link:

Logo Alignment:

Center

Template Title

This area allows you to customize your title by choosing if you would a title, the text size, the text colour as well as the background colour
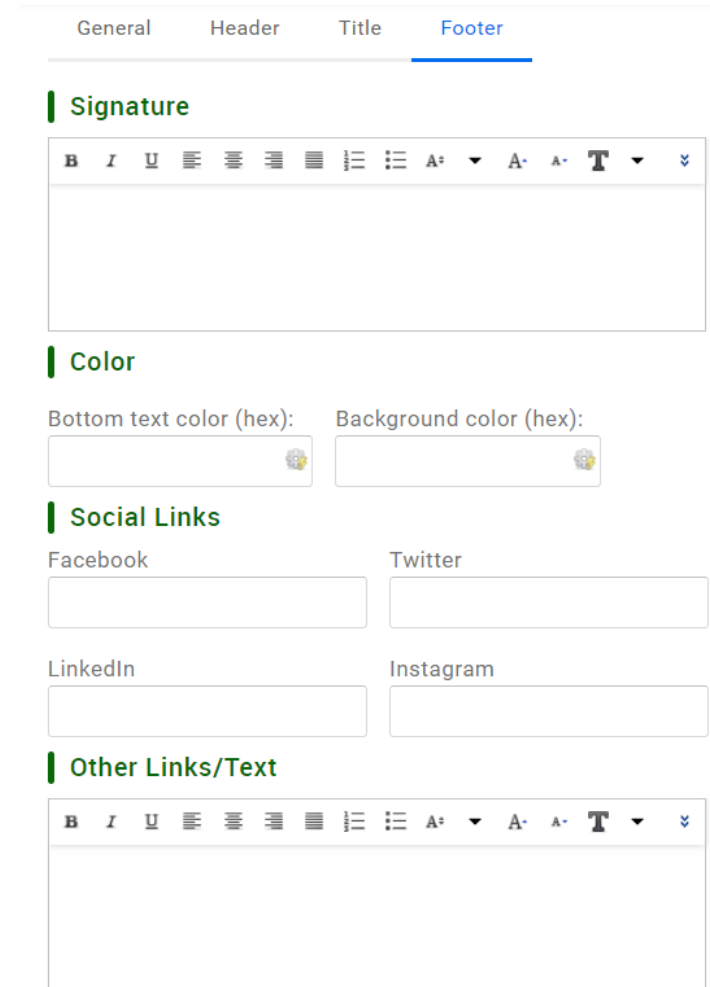
Template Footer

Signature – Allows you to have a default club signature at the end of your emails

Background Colour – Changes the background colour of your footer

Social Media – Add in your links to your social media page, and they will show as icons

Other Links/Text – Shows beneath your social media icons in the footer

Applying Template

Once you have completed your template, select 'Save', followed by 'Apply this template to all emails' to update your template to all automated emails

Cancel   Save   Apply this template to all emails