

# Club Emails Management

User Guide

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## Club Emails Management

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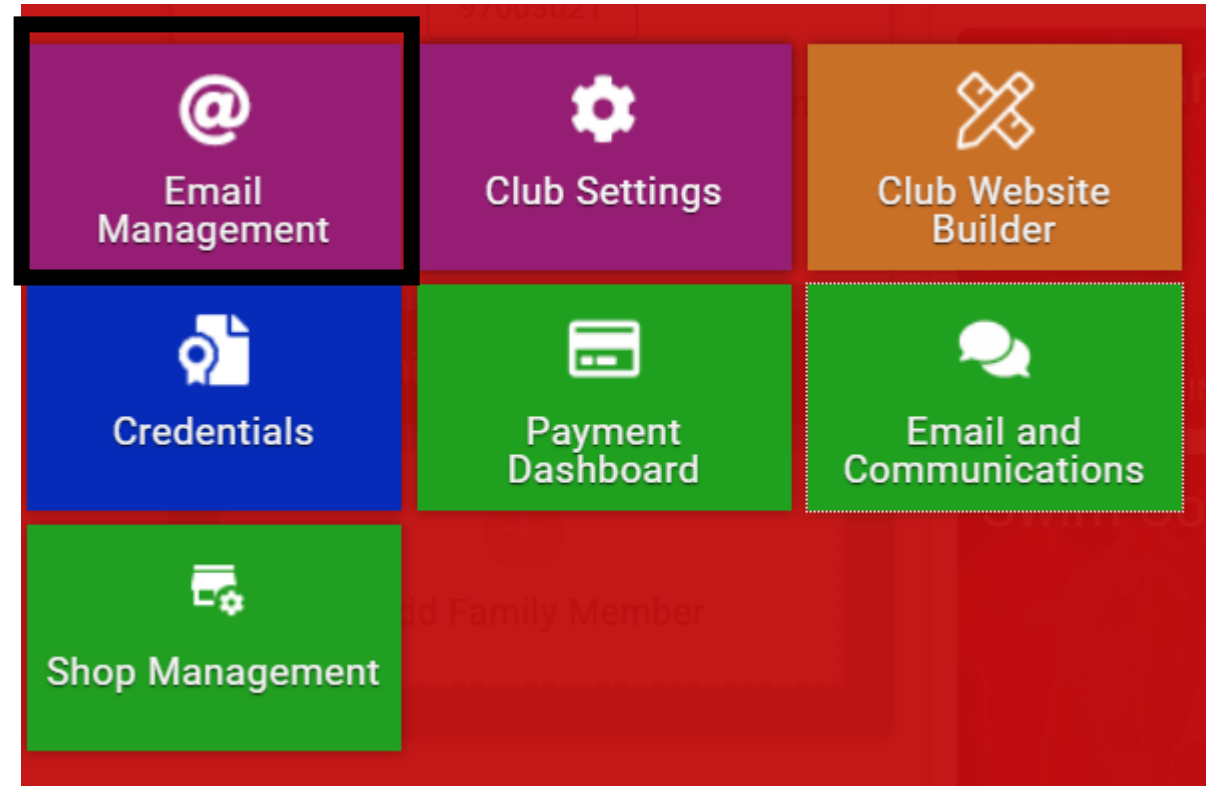
Attachments

# Club Emails Management

The Email Management feature allows you to personalise the content of your club automated clubs as well as scheduling them to your members

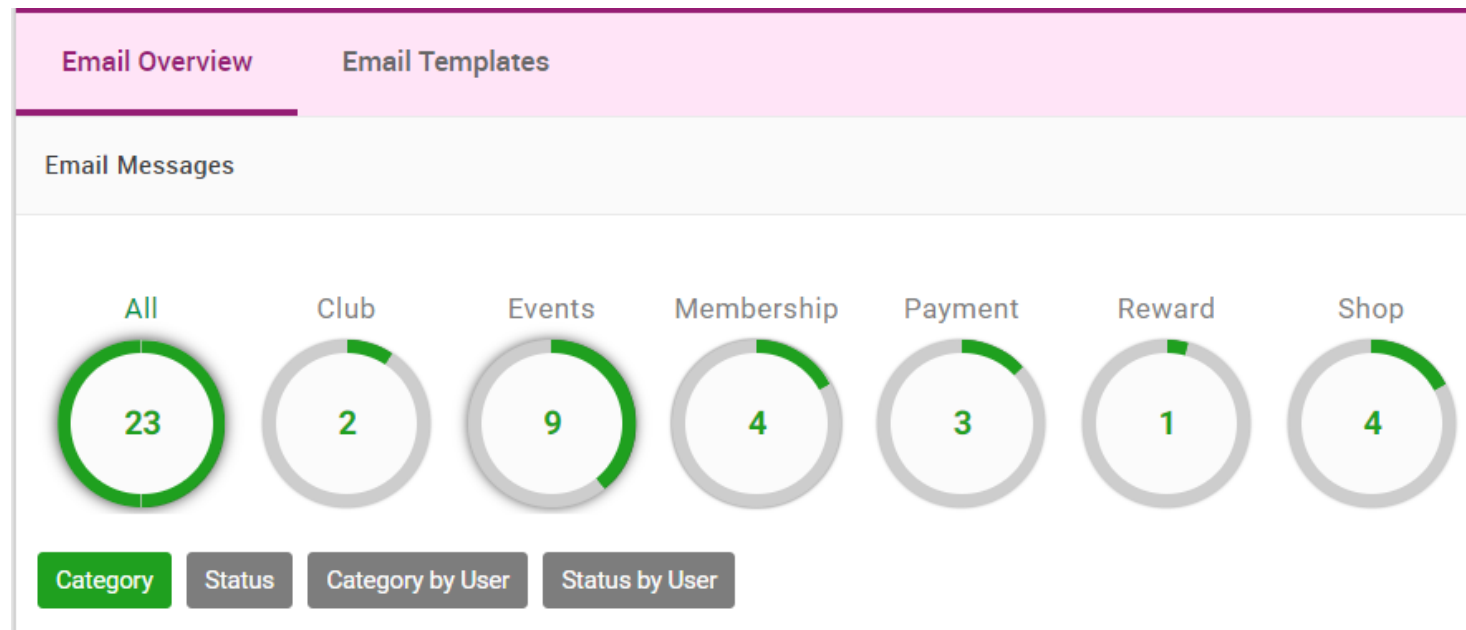
# Accessing

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



# Email Overview

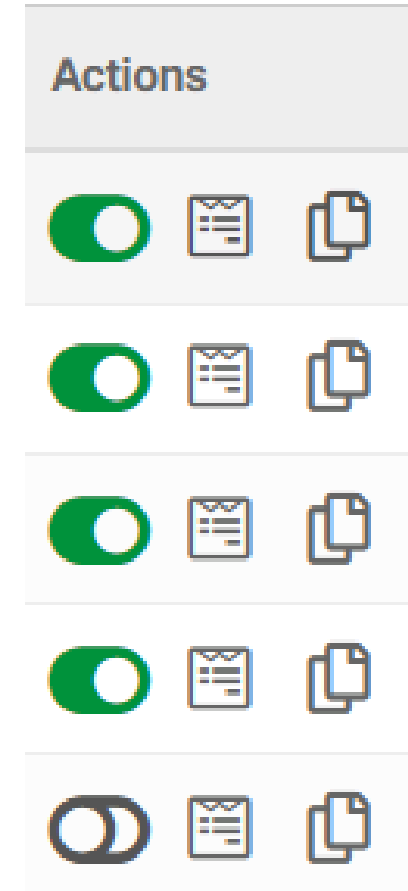
The Email overview shows you all of the automated emails which are sent from your JustGo system to your members, divided into different categories



# Email Actions

The first few emails are the JustGo defaults. These can only be activated/deactivated, viewed and copied with the controls indicated.

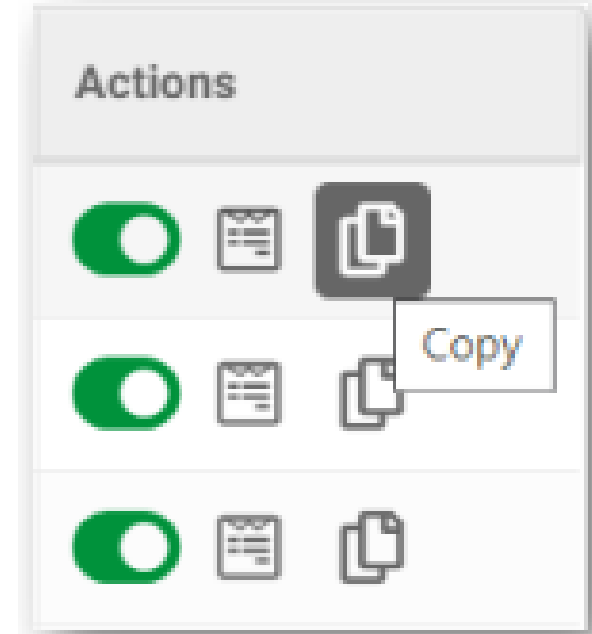
If you want your own wording you will need to make a copy of the default and ensure to switch off the default and switch on your copy.



# Creating a Customised Email

Click the copy icon on the right hand side of the screen to start creating your own customised version of that email

This will create a draft copy of the email further down for you to edit



# General

**Name** - This is used to identify the automated email

**Description** - A brief summary of the Automated Email for clarification

**Email Template** - Select your personalised template you created

**Category** - This field will be filled automatically according to the Email the draft was copied from.

1 General

Name: Credential Added \*

Description: This email is sent to a member on a Credential being added to their profile. This does not automatically mean it has been approved, simply added.

Credential:

Email Template: Swim Wales Template \* [Edit Templates](#)

Category: Credential

Trigger Type: Action



# Content Edit

**From** – Helps you to override the default from email address with a different email address

**CC & BCC** – Allows you to associate other members email address to the email for example Club Secretary

**Note** – On reminder emails you will also have the option to specify how early or after the member should receive this reminder

2 Content Edit

**From:**

**CC:**

**BCC:**

# Content Edit

**Email Title** - The text you enter in this field will replace the Title section of the template chosen.

**Subject** - The subject that the member will see. This field supports Merge Tags using “#”

Email Title:

Credential Added



Subject:

#CredentialName Added



# Merge Tags

Merge tags are dynamic values that are replaced when the email is being sent. This feature is only available at the subject and body of the email.

Select a profile field to insert

Profile Field	
#OrganisationName	✓
#OrganisationEmail	✓
#OrganisationWebsite	✓
#FirstName	✓
#LastName	✓
#MID	✓
#EntityName	✓
#EntityId	✓
#CredentialName	✓

Close



# Attachments

**Add Attachments – Helps you to add attachments to the email.**

**The draft can be previewed before saving to make sure the email is right, you can also send test emails to yourself for validation through Preview Email. However, for test emails tags do not generate original data**

Attachments & Reports + Add Attachments + Add Reports

Drag file(s) here or click to upload

Name	MessageType	

Save Preview Email Cancel