Emailing Event Entrants

Quick Steps: Go to Events / Event Console / Email / Email Entrants

1. Within the Management Console, select **Events** from the top menu, then **Event Console** next to the required event

2. Select **Email** from the expanded left menu

3. Click **Email Entrants** at the top of the page

4. Select the **Entry Status** you would like to send the email to, as well as the **Entry Type**, then click **Next**

5. If you have set up an email template you can choose to use this, or leave the selection as Blank Template, then click **Next**

6. Complete the details for the email, ensuring you have entered the right email address (as this is the email entrants can reply to), and a subject line

7. Once you have setup and completed the email, click **Send Email**

If you would like to **email a single entrant**:
1. Select **Entrants** from the expanded left menu

2. Use the Search and Filters to locate the entrant that the email will be sent to

3. Click **Email** next to the entrant's name

4. If you have set up an email template you can choose to use this, or leave the selection as Blank Template, then click **Next**

5. Complete the details for the email, ensuring you have entered the right email address (as this is the email entrant can reply to), and a subject line. Once you have setup and completed the email, click **Send Email**

Additional Information

You should always ensure that you have entered your information into both the HTML and Plain Text tabs as different email clients will use the different email options and this ensures that all recipients can view the email.

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