Viewing Emails Sent to Entrants

Quick Steps: Go to Events > Event Console > Email > View

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. Use the **Search** to find the entrant's name within the emails

4. Click **View** next to the entrant's name to view the contents of the email that was sent

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