## ClubRunner

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## How do I create a custom confirmation message for Event Planner?

Omar S. - 2022-01-24 - Events & Calendar

When creating an Event Planner event, you can include additional information in the confirmation emails sent to the registrants.

To enter additional information in the event confirmation emails, use the steps below:

- 1. Login to your club website's Member Area.
- 2. In the club member area, from the Admin Dashboard click **Event Planner** in the Events Dashlet. Or, you can click the **Events** module in the top blue bar of the member area, then **Event Planner** in the grey bar just below.

Events & Volunt	eering
Publicize and organize your event	ts, speakers and volunteer schedules.
Event Dianner	
	Help
	Help
Event Planner	Speakers
Event Planner Event Types	Speakers Volunteers
Event Planner Event Types Calendar Items (Recurring)	Speakers Volunteers Member Hours Report

3. In the Events List, click the **Event Name** or **Open** link.

Events					
					Create A New Event
All Upcoming Events					View All Events
Event Date	Event Name	Active	Location	Event Chair	Actions
Apr 17, 2022	Easter Egg Hunt 2022	ø	View Map	Edward Chu	Open Delete   Copy

4. In the Event Summary page, click the Edit Registration Options button in the Registration Section.

Easter Egg Hunt 2022

ack to Events List			
	Apr 17, 2022 a	at 02:00 PM - 06:00 PM	
	Event Type	General	
	Event Code	Edward Chu	
9( )	Location	101 Flowertown Avenue Oakville, ON Canada	
		View Map Edit Details Edit Links Edit Download	d Files
	Event	Join us for our annual Easter Egg Hunt!	
	Description	Designation is \$15. Compute 101 Flowertown Ave. on April 17th to other distance inter-	nin al
		Registration is \$15. Come to 1011 lower town Ave. on April 17th to attend, after register	ing:
Registration			
Registered for this event: 3 Peor	ble	This is a MEMBER ONLY event	n Option:
	R	egistrations are enabled from Jan 20, 2022 to Apr 17, 2022	
Reports		Register	
Registered Attendees (Summa	iry)	View Registration Form	
Registered Attendees (Detail)		Register members	
Alphabetical List of Attendees		Register members from other clubs	
		Desister nen menhere	
		Register non-members	
Download Attendees List		Register non-members	
Download Attendees List	rt	register non-members	
Download Attendees List Download Payment Repo Club Registration Status Repor	rt rt	register non-members	

5. From the Edit Registration Options page, check the Enable Custom Email Message checkbox.

<b>Event Registration Options</b>				
Open this event for registration:	2			
Date range to accept registrations:				
Start Date & Time:	Jan 20, 2022		12:00 AM	Tip: Type 'A' or 'P' to switch AM/PM.
End Date & Time:	Apr 17, 2022		02:00 PM	Tip: Type 'A' or 'P' to switch AM/PM.
Is there a fee to attend this event?	Yes (\$15.00 US [	Dollar)		
Allow public registration?				
Allow members to register guests?				
Copy event chair on new registration emails?				
Enable comments on registration page?				
Enable Custom Email Message				

6. Enter the additional confirmation email text in the **Custom Email Message** textbox.

Enable Custom Email Message	2
Custom Email Message:	Normal - Font - Size - B I U S X, X' I, E S S E O- A- O Source
	Bring a basket to collect any eggs or presents you find! If you do not bring a basket, baskets can be purchased for \$5 at the check-in desk. Thank you for registering for our Easter Egg Hunt!
	body p

7. Click the orange **Save** button at the bottom of the page to save the text to the event confirmation emails, or **Cancel** to cancel any updates made to the Registration Options.

Custom Email Message:	Normal	•	Font	•	Size	-	B	T	U	2	×	¥2	τ	-	-	-	-	Δ.	A -	la se	urce
	Bring a b If you do Thank yo	not b	t to collect ring a bas registering	any eg ket, ba g for ou	gs or p skets c r Easte	rese an b r Eg	nts ye e pure g Hur	ou fin chase nt!	d! ed for	° \$5 a	at the	chec	ck-in (	desk.							
	body p																				
																			Ca	ancel	Sav

With the custom message enabled and saved, the text will be added to the end of the event confirmation emails.

Please find your registration details below: Easter Egg Hunt 2022

Apr 17, 2022 2:00 PM - Apr 17, 2022 6:00 PM

101 Flowertown Avenue Oakville, ON Canada

Confirmation Number	r Attendee Name	Email	Phone			
1874653	Charles Hampton charle	es.hampton@exar	nple.net			
Bring a basket to collec	t any eggs or presents y	ou find!				
If you do not bring a basket, baskets can be purchased for \$5 at the check-in desk.						
Thank you for registerin	ng for our Easter Egg Hu	int!				