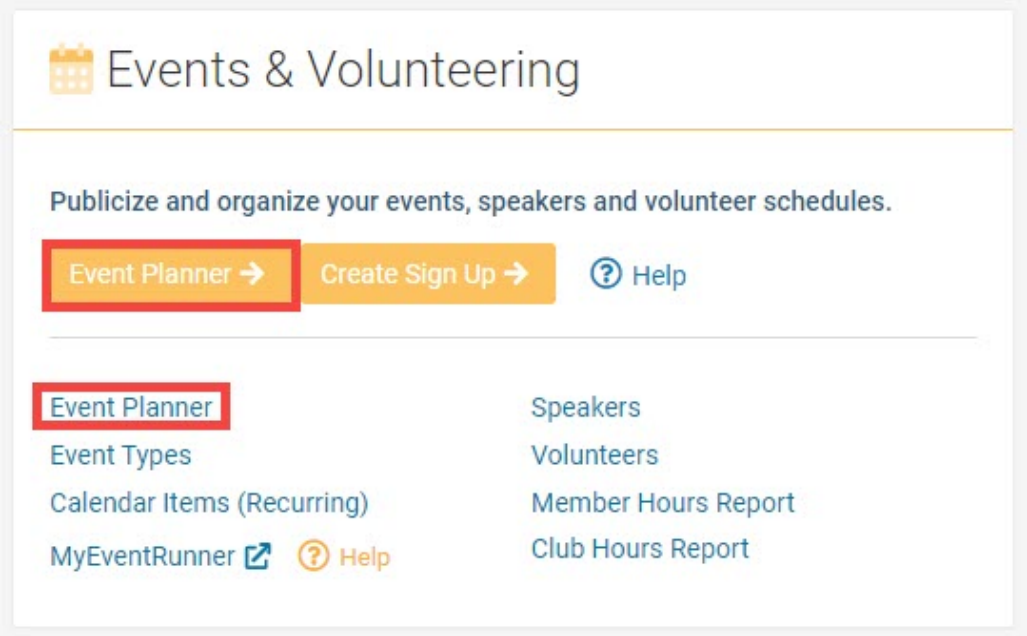
How do I create a custom confirmation message for Event Planner?

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

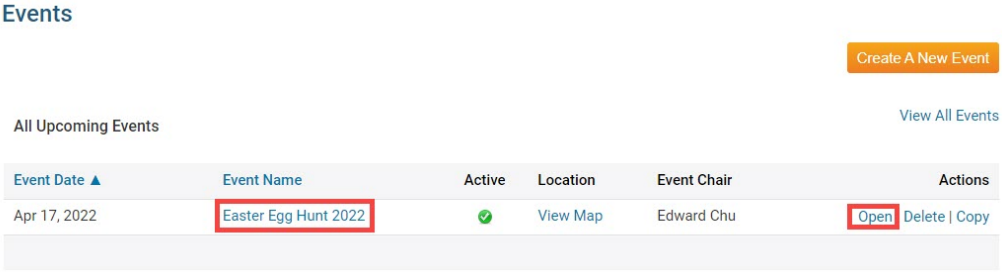
When creating an Event Planner event, you can include additional information in the confirmation emails sent to the registrants.

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

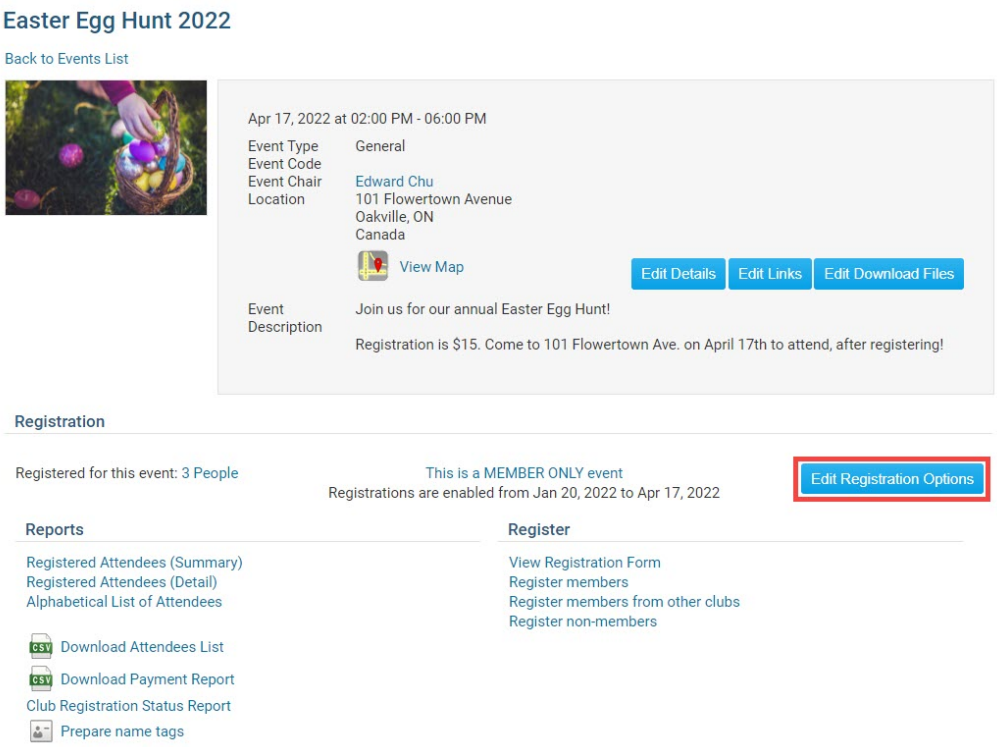
1. Login to your club website's Member Area.
2. In the club member area, from the Admin Dashboard click **Event Planner** in the Events Dashlet. Or, you can click the **Events** module in the top blue bar of the member area, then **Event Planner** in the grey bar just below.



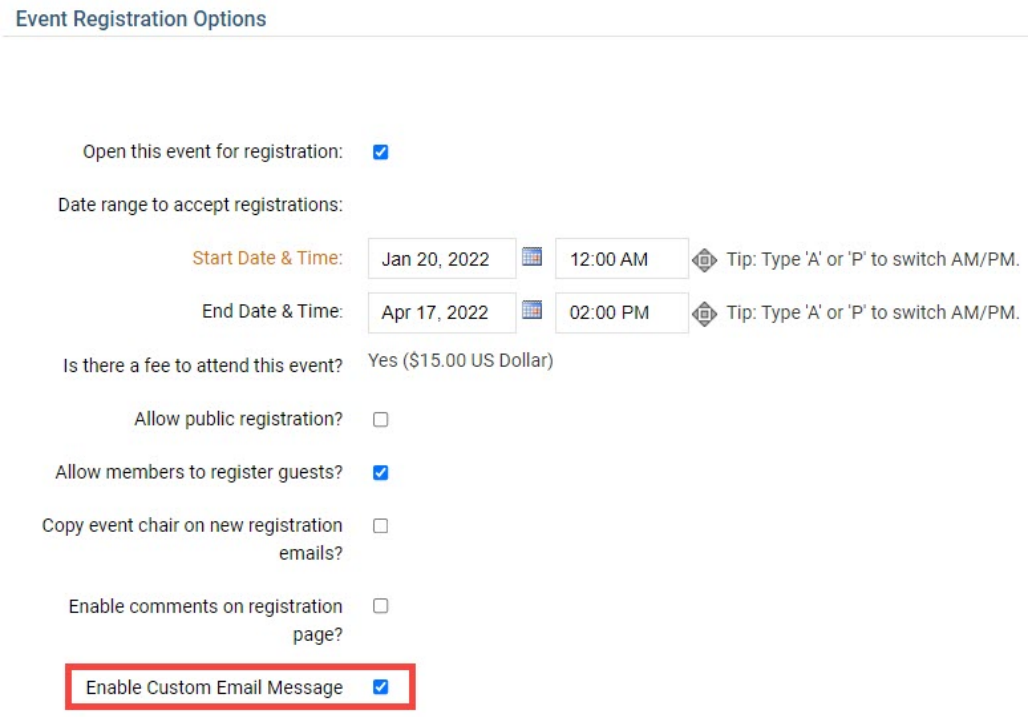
3. In the Events List, click the **Event Name** or **Open** link.



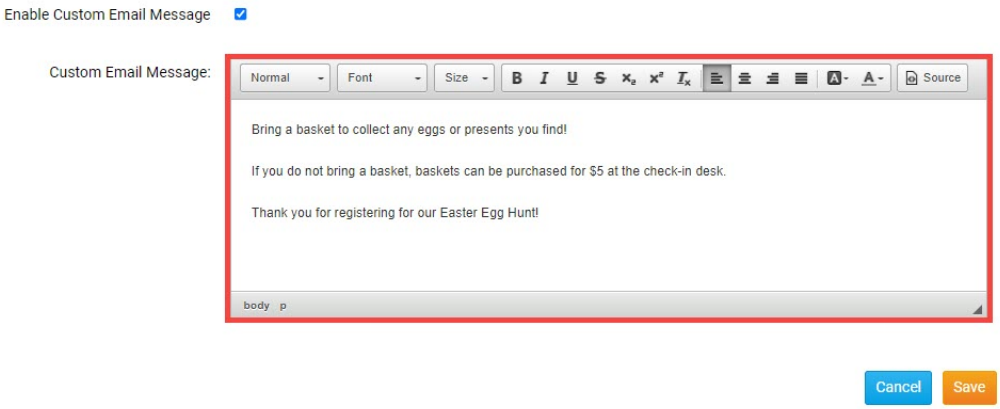
4. In the Event Summary page, click the **Edit Registration Options** button in the Registration Section.



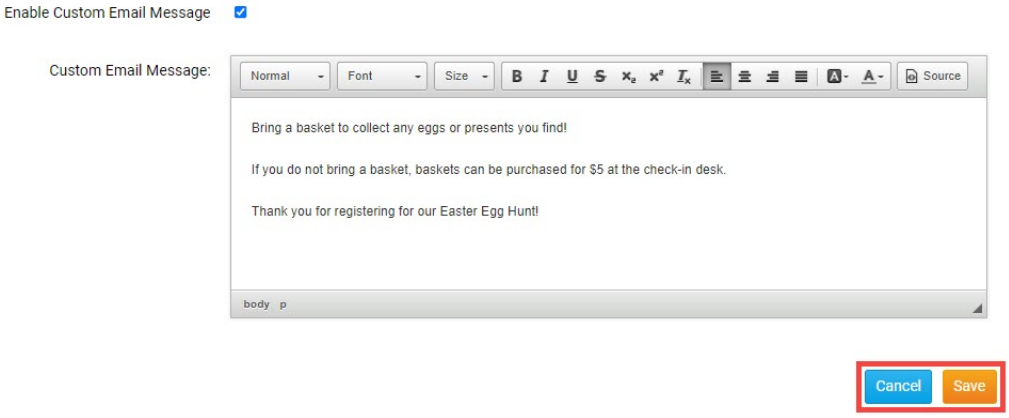
5. From the Edit Registration Options page, check the **Enable Custom Email Message** checkbox.



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



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.



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

