# ClubRunner

How to setup Cloud Event reminders

Michael C. - 2024-07-30 - Events & Calendar

Once an event has been created within ClubRunner Cloud Events, Event Reminders can be created in order to send reminder emails to various different recipient groups.

Creating an Event Reminder

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)

2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

3. Click **Manage** on the event you would like to add reminders for.
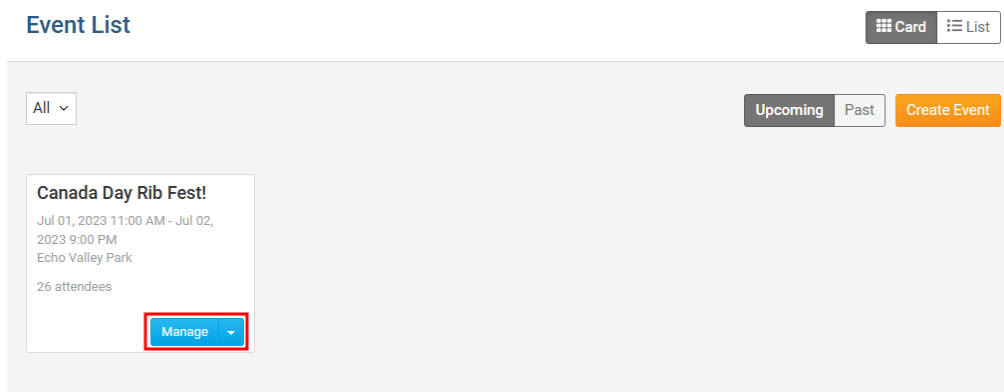
4. On the top right of the event, click on the **Setup** button.
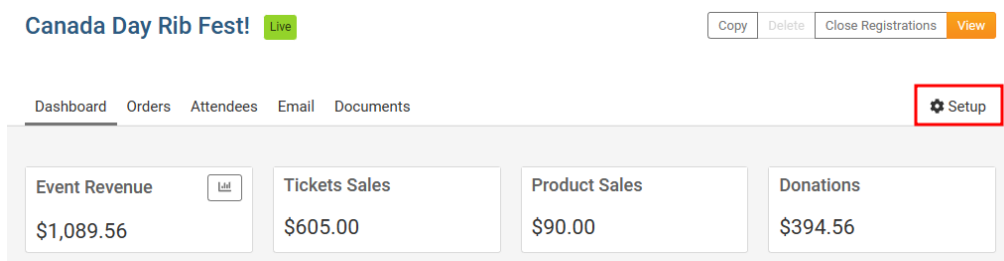
5. Near the top of the events page, click **Settings** in the blue navigation menu**.**

Canada Day RibFest! Live

Copy | Delete | Close Registrations | View

Dashboard   Orders   Attendees   Email   Documents

⚙ Setup

Details | Landing Page | Tickets & Ecommerce | Form | Settings

Event Details [Edit]

Name
Canada Day RibFest!

Venue and Location [Edit]

Event Venue   Echo Valley Park

Location   1124 Kipling Avenue

6. Scroll down the page to the **Event Reminders** section and click on the **Add** button**.**

Event Reminders   Add

Name	When	Email Template	Recipient Group(s)	Email Status	
Week before	7 days before event *May 12, 2023 at 12:00 AM*	Event Reminder Preview	Attendees, Orders	Scheduled	Active ▾

7. In the Add Event Reminder popup, you will have these options:

   ○ **Name -** The name or identifier for the event reminder.

   ○ **When -** Allows you to set when an event reminder will be sent out.

      ▪ **Day(s) -** Allows you to set how many days prior to the event's start date and time that the reminder be sent out.

      ▪ **Hour(s) before -** Allows you to set how many hours prior to the event's time that the reminder will be sent out.

   ○ **Select Template -** A drop down that lets you select which email template to use.

      ▪ **System** - Displays the prebuilt MemberNova templates.

      ▪ **Custom** - Displays templates which were created by the Organization. Learn more about creating custom email templates.

   ○ **Recipient Group -** Allows you to select which recipient groups the reminder will be sent to.

      ▪ **Orders -** Sends the event reminder to individuals who had submitted an event registration order.

      ▪ **Attendees** - Sends the event reminder to the individual event attendees.

   ○ **Active -** Allows you to enable or disable an individual event reminder.

8. Once the event reminder has been configured, click the **Save** button to finalize and save the event reminder.

Managing Event Reminders

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)

2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

3. Click **Manage** on the event you would like to add reminders for.

4. On the top right of the event, click **Setup** or the **Gear** icon.

5. Near the top of the events page, click **Settings.**

6. Scroll down the page to **Event Reminders**.

7. On the far-right side, click on the **down-arrow** for the event reminder you would like to manage. You will be presented with the following options:

- **Edit -** Opens the **Edit Event Reminder** popup, allowing you to make adjustments to the event reminder.

- **Make Active/Inactive -** Enables or Disables the selected event reminder.

- **Delete -** Removes the event reminder from the selected event.

Related Content

- [How to send event emails and invitations through Cloud Events](#)
- [How to create a Cloud Event](#)