# ClubRunner

Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How to setup Cloud Event reminders

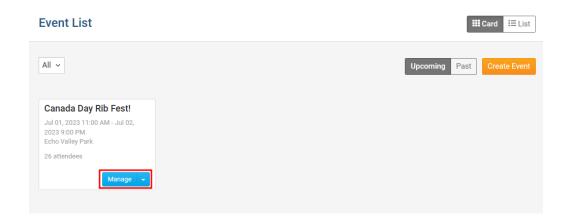
### **How to setup Cloud Event reminders**

Michael C. - 2025-10-16 - Events & Calendar

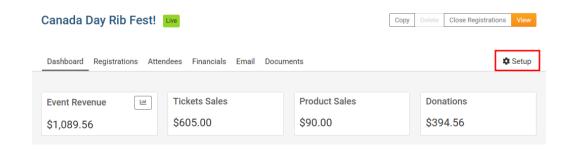
Once an event has been created within ClubRunner Cloud Events, Event Reminders can be created in order to send reminder emails to various different recipient groups.

#### **Creating an Event Reminder**

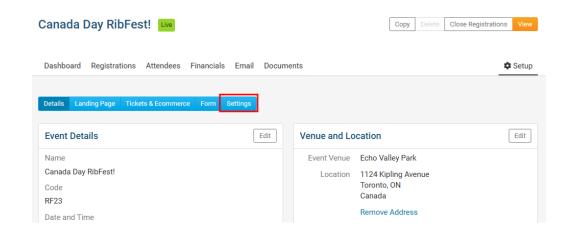
- To access Cloud Events, you must go to your website's homepage and log in. For more information on how to login, click here.
- 2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
- 3. Click Manage on the event you would like to add reminders for.



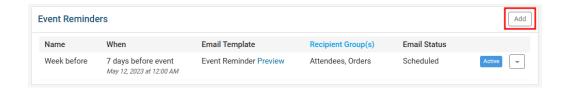
4. On the top right of the event, click on the **Setup** button.



5. Near the top of the events page, click **Settings** in the blue navigation menu.

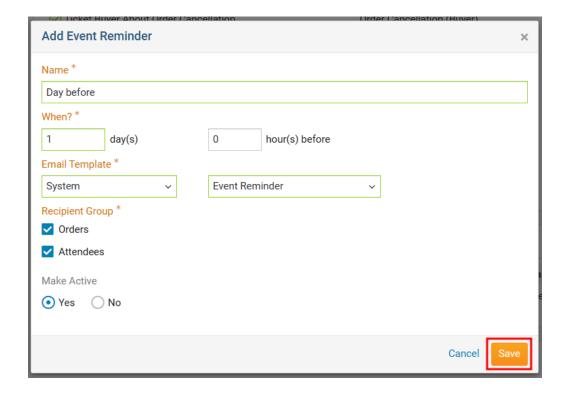


6. Scroll down the page to the Event Reminders section and click on the Add button.



- 7. In the Add Event Reminder popup, you will have these options:
  - Name The name or identifier for the event reminder.
  - $\circ~$  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.
  - o 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. <u>Learn more</u> about creating custom email templates.
  - $\circ$  **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.

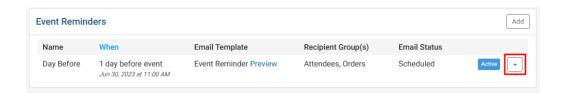
- **Attendees** Sends the event reminder to the individual event attendees.
- $\circ~$  Active Allows you to enable or disable an individual event reminder.
- 8. Once the event reminder has been configured, click the **Save** button to finalize and save the event reminder.



## **Managing Event Reminders**

- 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  $\boldsymbol{Manage}$  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:



- $\circ$  **Edit -** Opens the **Edit Event Reminder** popup, allowing you to make adjustments to the event reminder.
- o Make Active/Inactive Enables or Disables the selected event reminder.
- o **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