

## What merge fields are available for emails?

Omar S. - 2022-04-21 - Communication

When creating an email from the Communication module, Event Planner events, or Volunteer Signup lists, you can enter merge fields by using the Templates and Merge Fields box, to add Recipient, Sender or Account Merge fields into the email.

Click the **Add** button after selecting the merge field from the Recipient, Sender or Account drop-down menu, to add the appropriate merge field code into the email content.

The image shows two parts of the ClubRunner interface. The top part is a 'Templates and Merge Fields' box with a title bar. It contains three sections: 'Select Template' with a dropdown menu showing '-- Select Group --'; 'Recipient' with a dropdown menu showing 'Recipient First Name' and an 'Add' button; 'Sender' with a dropdown menu showing 'Sender First Name' and an 'Add' button; and 'Account' with a dropdown menu showing 'Account Full Name' and an 'Add' button. A note at the bottom of this box states: 'The Nick Name merge field will be replaced by First Name if it is empty.' The bottom part of the image shows an email editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, list, and table. Below the toolbar are input fields for 'Normal (...)', 'Font', and 'Size'. The main text area of the editor contains the merge field code '\$FIRST\_NAMES', which is highlighted with a red box.

In addition to using the Templates and Merge Fields box above the emails, you can copy the following merge field codes into your email, to automatically enter the club or District account information, sender information and recipient information into the email:

### Account Merge Fields

\$ACCOUNT\_FULL\_NAME\$

### Email Content Text

Account Full Name (Club Information)

\$ACCOUNT_SHORT_NAME\$	Account Short Name (Club Information)
\$ACCOUNT_HOME_PAGE\$	Account Homepage URL
\$ACCOUNT_FORMATTED_ADDRESS\$	Account Full Address (Club Mailing Address)
\$ACCOUNT_COUNTRY\$	Account Country
\$ACCOUNT_ADDRESS\$	Account Address Line 1
\$ACCOUNT_ADDRESS_2\$	Account Address Line 2
\$ACCOUNT_ADDRESS_3\$	Account Address Line 3
\$ACCOUNT_CITY\$	Account City
\$ACCOUNT_STATE\$	Account State or Province
\$ACCOUNT_ZIP\$	Account Zip or Postal Code
\$ADMIN_LOGO_DARK_LARGE\$	Account Dark Logo (Large)
\$ADMIN_LOGO_DARK_SMALL\$	Account Dark Logo (Small)
\$ADMIN_LOGO_LIGHT_LARGE\$	Account Light Logo (Large)
\$ADMIN_LOGO_LIGHT_SMALL\$	Account Light Logo (Small)

#### **Sender Merge Fields**

\$SENDER_FIRST_NAME\$
\$SENDER_NICK_NAME\$
\$SENDER_MIDDLE_NAME\$
\$SENDER_LAST_NAME\$
\$SENDER_SHORT_CLUB_NAME\$
\$SENDER_FULL_CLUB_NAME\$

#### **Recipient Merge Fields**

\$TITLE\$
\$FIRST_NAME\$

#### **Email Content Text**

Sender First Name
Sender Nick Name
Sender Middle Name
Sender Last Name
Sender Account Short Name
Sender Account Full Name

#### **Email Content Text**

Recipient Title
Recipient First Name

\$NICK_NAME\$	Recipient Nick Name
\$MIDDLE_NAME\$	Recipient Middle Name
\$LAST_NAME\$	Recipient Last Name
\$SUFFIX\$	Recipient Suffix
\$MEMBER_ID\$	Recipient Member ID (Members Only)
\$FULL_CLUB_NAME\$	Recipient Member ID (Members Only)
\$SHORT_CLUB_NAME\$	Recipient Club Short Name (Members Only)
\$DISTRICT_NAME\$	Recipient District Name (Members Only)
\$SPOUSE_FIRST_NAME\$	Recipient Spouse First Name (Members Only)
\$SPOUSE_NICK_NAME\$	Recipient Spouse Nick Name (Members Only)
\$SPOUSE_LAST_NAME\$	Recipient Spouse Last Name (Members Only)

In addition to the Account, Sender and Recipient merge fields above, you can use Event specific merge fields for emails for Event Planner or MyEventRunner events, to include the event name, and event contact information, in addition to the event location and registration link.

Copy the merge fields below into your Event Planner, or MyEventRunner emails, to include information about the event in the email to the recipients:

<b>Event Merge Fields</b>	<b>Email Content Text</b>
\$EVENT_NAME\$	Event Name
\$EVENT_CONTACTS\$	Event Contact
\$EVENT_START_DATE\$	Event Start Date
\$EVENT_END_DATE\$	Event End Date
\$EVENT_START_TIME\$	Event Start Time
\$EVENT_END_TIME\$	Event End Time
\$EVENT_LOCATION\$	Event Location Address
\$EVENT_DETAIL\$	Event Detail Text

\$EVENT_FEE\$	Event Registration Fee
\$EVENT_REGISTER_ONLINE_LINK_GENERAL\$	Event Registration Link
\$EVENT_REGISTER_ONLINE_URL_GENERAL\$	Event Registration URL
\$EVENT_ATTEND_DECLINE_LINK_MEMBER\$	Event Decline Registration Link
\$EVENT_ATTEND_DECLINE_URL_MEMBER\$	Event Decline Registration URL
\$VIEW_MAP\$	View Map Link (Google Maps)
\$EVENT_CHAIR\$	Event Chair Full Name