

# ClubRunner

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## 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.

**Templates and Merge Fields**

Select Template: -- Select Group --

Recipient: Recipient First Name **Add**

Sender: Sender First Name **Add**

Account: Account Full Name **Add**

The Nick Name merge field will be replaced by First Name if it is empty.

Rich text editor toolbar and content area showing the merge field code: **\$FIRST\_NAMES**

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\$  
\$ACCOUNT\_SHORT\_NAME\$  
\$ACCOUNT\_HOME\_PAGE\$  
\$ACCOUNT\_FORMATTED\_ADDRESS\$  
\$ACCOUNT\_COUNTRY\$  
\$ACCOUNT\_ADDRESS\$  
\$ACCOUNT\_ADDRESS\_2\$  
\$ACCOUNT\_ADDRESS\_3\$  
\$ACCOUNT\_CITY\$

### Email Content Text

Account Full Name (Club Information)  
Account Short Name (Club Information)  
Account Homepage URL  
Account Full Address (Club Mailing Address)  
Account Country  
Account Address Line 1  
Account Address Line 2  
Account Address Line 3  
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\$

#### Email Content Text

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

#### Recipient Merge Fields

\$TITLE\$  
 \$FIRST\_NAME\$  
 \$NICK\_NAME\$  
 \$MIDDLE\_NAME\$  
 \$LAST\_NAME\$  
 \$SUFFIX\$  
 \$MEMBER\_ID\$  
 \$FULL\_CLUB\_NAME\$  
 \$SHORT\_CLUB\_NAME\$  
 \$DISTRICT\_NAME\$  
 \$SPOUSE\_FIRST\_NAME\$  
 \$SPOUSE\_NICK\_NAME\$  
 \$SPOUSE\_LAST\_NAME\$

#### Email Content Text

Recipient Title  
 Recipient First Name  
 Recipient Nick Name  
 Recipient Middle Name  
 Recipient Last Name  
 Recipient Suffix  
 Recipient Member ID (Members Only)  
 Recipient Member ID (Members Only)  
 Recipient Club Short Name (Members Only)  
 Recipient District Name (Members Only)  
 Recipient Spouse First Name (Members Only)  
 Recipient Spouse Nick Name (Members Only)  
 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:

#### Event Merge Fields

\$EVENT\_NAME\$  
 \$EVENT\_CONTACTS\$  
 \$EVENT\_START\_DATE\$  
 \$EVENT\_END\_DATE\$  
 \$EVENT\_START\_TIME\$  
 \$EVENT\_END\_TIME\$  
 \$EVENT\_LOCATION\$  
 \$EVENT\_DETAIL\$  
 \$EVENT\_FEE\$  
 \$EVENT\_REGISTER\_ONLINE\_LINK\_GENERAL\$  
 \$EVENT\_REGISTER\_ONLINE\_URL\_GENERAL\$  
 \$EVENT\_ATTEND\_DECLINE\_LINK\_MEMBER\$  
 \$EVENT\_ATTEND\_DECLINE\_URL\_MEMBER\$  
 \$VIEW\_MAP\$  
 \$EVENT\_CHAIR\$

#### Email Content Text

Event Name  
 Event Contact  
 Event Start Date  
 Event End Date  
 Event Start Time  
 Event End Time  
 Event Location Address  
 Event Detail Text  
 Event Registration Fee  
 Event Registration Link  
 Event Registration URL  
 Event Decline Registration Link  
 Event Decline Registration URL  
 View Map Link (Google Maps)  
 Event Chair Full Name