

Custom Email Message

Robin N. - 2023-02-22 - MyEventRunner

Custom Email Message

The custom email message service in MyEventRunner lets you input additional information into the MyEventRunner Confirmation Emails. These confirmation emails get sent to all registrants of an event after they complete their registration.

Note

Mail Merge Fields are not supported in the Custom Email Message text.







Example of a Custom Message


Custom Email Message

Enable Custom Email Message

Custom Email Message(s)

English

Normal ▾ Font ▾ Size ▾ **B** *I* U ~~S~~ x₂ x² *I*_x      

 Source

Thank you for your registration to our event!

If you have any questions, please feel free to reach out to our Event Chair, John Doe, or by emailing John directly at JohnDoe@example.net.

body p

Save

Enable Custom Email Message

If this option is checked, the MyEventRunner registration confirmation emails will include the information in the textbox at the end of the confirmation email.

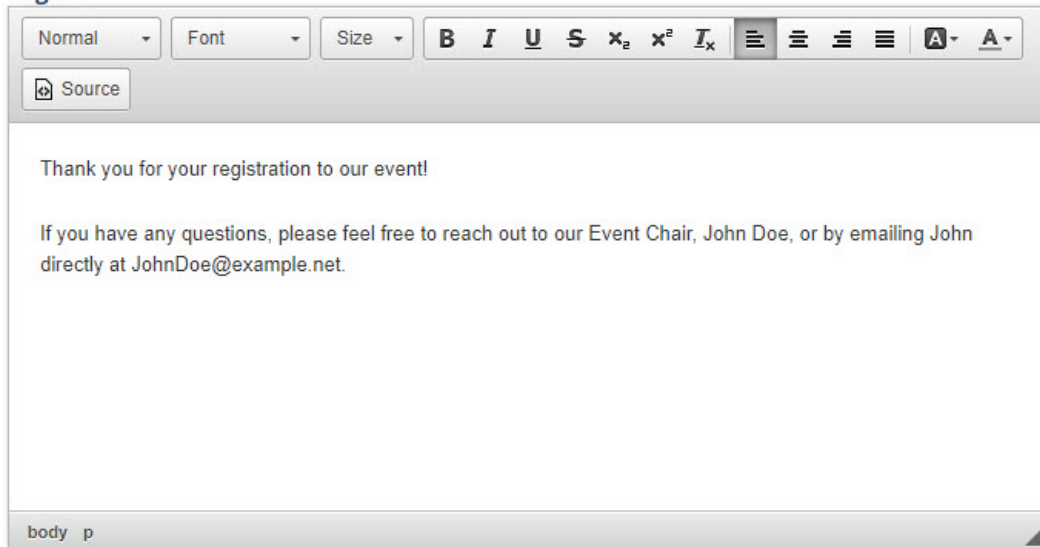
Enable Custom Email Message

Custom Email Message

Input any additional information in this section, this will be appended to the end of the confirmation email. If your event has more than one language enabled, you will have a custom message for each language.

Custom Email Message(s)

English



The screenshot shows a rich text editor interface. At the top, there are three dropdown menus for 'Normal', 'Font', and 'Size'. To the right of these are several icons for text formatting: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), and Text Color (I_x). Further right are icons for bulleted and numbered lists, and text alignment (left, center, right). Below the dropdowns is a 'Source' button with a code icon. The main text area contains the following text: 'Thank you for your registration to our event!' followed by a blank line, and then 'If you have any questions, please feel free to reach out to our Event Chair, John Doe, or by emailing John directly at JohnDoe@example.net.' At the bottom left of the editor, the text 'body p' is visible.

Save the Message

Click the blue Save button to save the Custom Email Message text. All future registration confirmation emails will include the text in the Custom Email Message textbox.

Save

Review the Custom Message

After saving the Custom Email Message, new registration confirmation emails will include

the custom email message just below the registration number and registration date.

Event Name: **My MyEventRunner Event**

Registration #: **664943**

Registration Date: **Jan 19 2022**

Thank you for your registration to our event!

If you have any questions, please feel free to reach out to our Event Chair, John Doe, or by emailing John directly at John.Doe@example.net

Registrant Information

contact

First Name	Charles
Last Name	Hampton
Badge Name	Charles
Email	
Club Name	Green Town