

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Events & Calendar > How do I create a custom confirmation message for Event Planner?

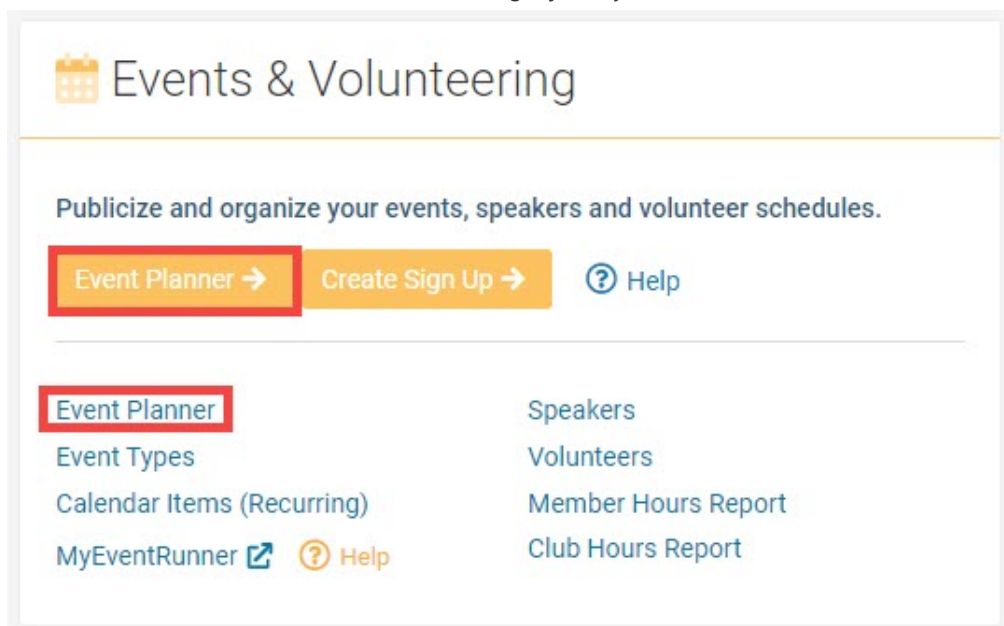
How do I create a custom confirmation message for Event Planner?

Omar S. - 2022-01-24 - Events & Calendar

When creating an Event Planner event, you can include additional information in the confirmation emails sent to the registrants.

To enter additional information in the event confirmation emails, use the steps below:

1. Login to your club website's Member Area.
2. In the club member area, from the Admin Dashboard click **Event Planner** in the Events Dashlet. Or, you can click the **Events** module in the top blue bar of the member area, then **Event Planner** in the grey bar just below.



3. In the Events List, click the **Event Name** or **Open** link.

Events

[Create A New Event](#)

All Upcoming Events [View All Events](#)

Event Date ▲	Event Name	Active	Location	Event Chair	Actions
Apr 17, 2022	Easter Egg Hunt 2022	✓	View Map	Edward Chu	Open Delete Copy

4. In the Event Summary page, click the **Edit Registration Options** button in the Registration Section.

Easter Egg Hunt 2022

[Back to Events List](#)



Apr 17, 2022 at 02:00 PM - 06:00 PM

Event Type General
Event Code
Event Chair Edward Chu
Location 101 Flowertown Avenue
Oakville, ON
Canada

View Map

[Edit Details](#)

[Edit Links](#)

[Edit Download Files](#)

Event Description Join us for our annual Easter Egg Hunt!
Registration is \$15. Come to 101 Flowertown Ave. on April 17th to attend, after registering!

Registration

Registered for this event: 3 People

This is a MEMBER ONLY event
Registrations are enabled from Jan 20, 2022 to Apr 17, 2022

[Edit Registration Options](#)

Reports

[Registered Attendees \(Summary\)](#)
[Registered Attendees \(Detail\)](#)
[Alphabetical List of Attendees](#)

[Download Attendees List](#)

[Download Payment Report](#)

[Club Registration Status Report](#)

[Prepare name tags](#)

Register

[View Registration Form](#)
[Register members](#)
[Register members from other clubs](#)
[Register non-members](#)

- From the Edit Registration Options page, check the **Enable Custom Email Message** checkbox.

Event Registration Options

Open this event for registration:

Date range to accept registrations:

Start Date & Time: Jan 20, 2022 12:00 AM Tip: Type 'A' or 'P' to switch AM/PM.

End Date & Time: Apr 17, 2022 02:00 PM Tip: Type 'A' or 'P' to switch AM/PM.

Is there a fee to attend this event? Yes (\$15.00 US Dollar)

Allow public registration?

Allow members to register guests?

Copy event chair on new registration emails?

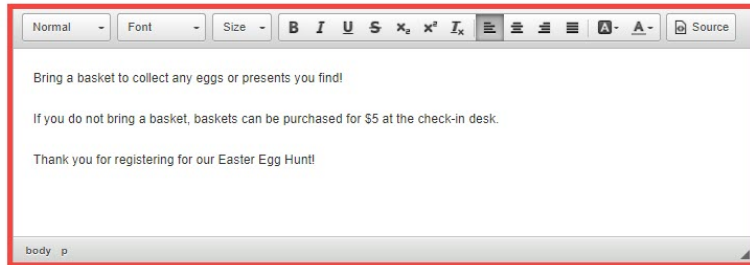
Enable comments on registration page?

Enable Custom Email Message

- Enter the additional confirmation email text in the **Custom Email Message** textbox.

Enable Custom Email Message

Custom Email Message:

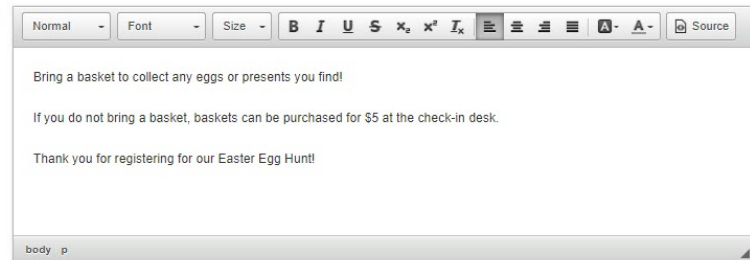


A screenshot of a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color) and a 'Source' button. Below the toolbar, the text area contains three lines of text: 'Bring a basket to collect any eggs or presents you find!', 'If you do not bring a basket, baskets can be purchased for \$5 at the check-in desk.', and 'Thank you for registering for our Easter Egg Hunt!'. At the bottom left of the text area, the text 'body p' is visible. The entire editor area is enclosed in a red border.

7. Click the orange **Save** button at the bottom of the page to save the text to the event confirmation emails, or **Cancel** to cancel any updates made to the Registration Options.

Enable Custom Email Message

Custom Email Message:



A screenshot of a rich text editor interface, identical to the one above. It shows the same toolbar and text content. However, the 'Cancel' button at the bottom right is highlighted with a red border.

With the custom message enabled and saved, the text will be added to the end of the event confirmation emails.

Please find your registration details below:
Easter Egg Hunt 2022

Apr 17, 2022 2:00 PM – Apr 17, 2022 6:00 PM

101 Flowertown Avenue
Oakville, ON Canada

Confirmation Number	Attendee Name	Email	Phone
1874653	Charles Hampton	charles.hampton@example.net	

Bring a basket to collect any eggs or presents you find!

If you do not bring a basket, baskets can be purchased for \$5 at the check-in desk.

Thank you for registering for our Easter Egg Hunt!