

# ClubRunner

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

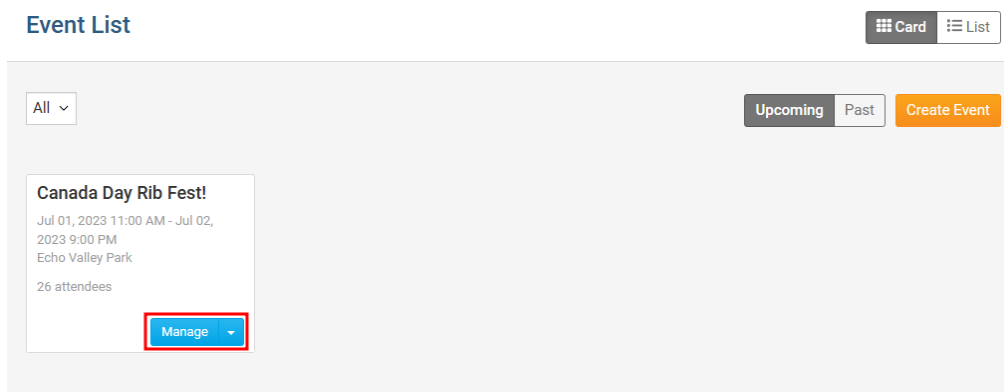
## How to setup Cloud Event reminders

Michael C. - 2024-07-30 - Events & Calendar

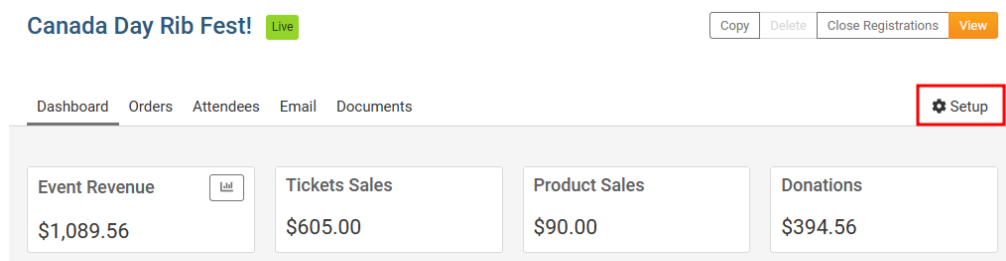
Once an event has been created within ClubRunner Cloud Events, Event Reminders can be created in order to send reminder emails to various different recipient groups.

## Creating an Event Reminder

1. 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.

**Event Details** Edit

Name  
Canada Day RibFest!

**Venue and Location** Edit

Event Venue Echo Valley Park  
Location 1124 Kipling Avenue

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

Event Reminders						<span>Add</span>
Name	When	Email Template	Recipient Group(s)	Email Status		
Week before	7 days before event <small>May 12, 2023 at 12:00 AM</small>	Event Reminder <a href="#">Preview</a>	Attendees, Orders	Scheduled	<span>Active</span> <span>▾</span>	

7. In the Add Event Reminder popup, you will have these options:

- **Name** - The name or identifier for the event reminder.
- **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.
- **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. [Learn more about creating custom email templates.](#)
- **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.
- **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.

**Add Event Reminder**

Name \*  
Day before

When? \*  
1 day(s) 0 hour(s) before

Email Template \*  
System Event Reminder

Recipient Group \*  
 Orders  
 Attendees

Make Active  
 Yes  No

Cancel Save

## Managing Event Reminders

1. 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 **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:

Name	When	Email Template	Recipient Group(s)	Email Status	
Day Before	1 day before event <small>Jun 30, 2023 at 11:00 AM</small>	Event Reminder <a href="#">Preview</a>	Attendees, Orders	Scheduled	<a href="#">Active</a> <span style="border: 1px solid red; padding: 2px;">▼</span>

- **Edit** - Opens the **Edit Event Reminder** popup, allowing you to make adjustments to the event reminder.
- **Make Active/Inactive** - Enables or Disables the selected event reminder.
- **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](#)