

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' panel. It has a 'Select Template' dropdown set to '-- Select Group --'. Below it are three rows: 'Recipient' with a dropdown showing 'Recipient First Name' and an 'Add' button; 'Sender' with a dropdown showing 'Sender First Name' and an 'Add' button; and 'Account' with a dropdown showing 'Account Full Name' and an 'Add' button. A red box highlights the 'Add' button for the Recipient field. Below the panel, a note 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 toolbar with various icons for text formatting and insertion. Below the toolbar, the text '\$FIRST_NAMES' is entered into the email body, 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:

Event Merge Fields	Email Content Text
\$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