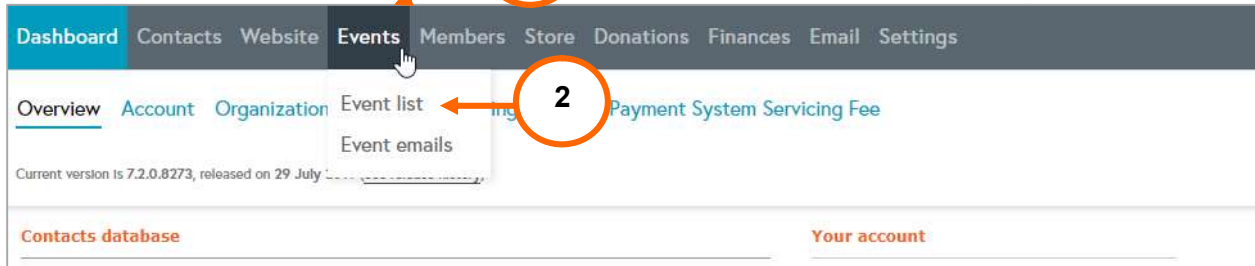


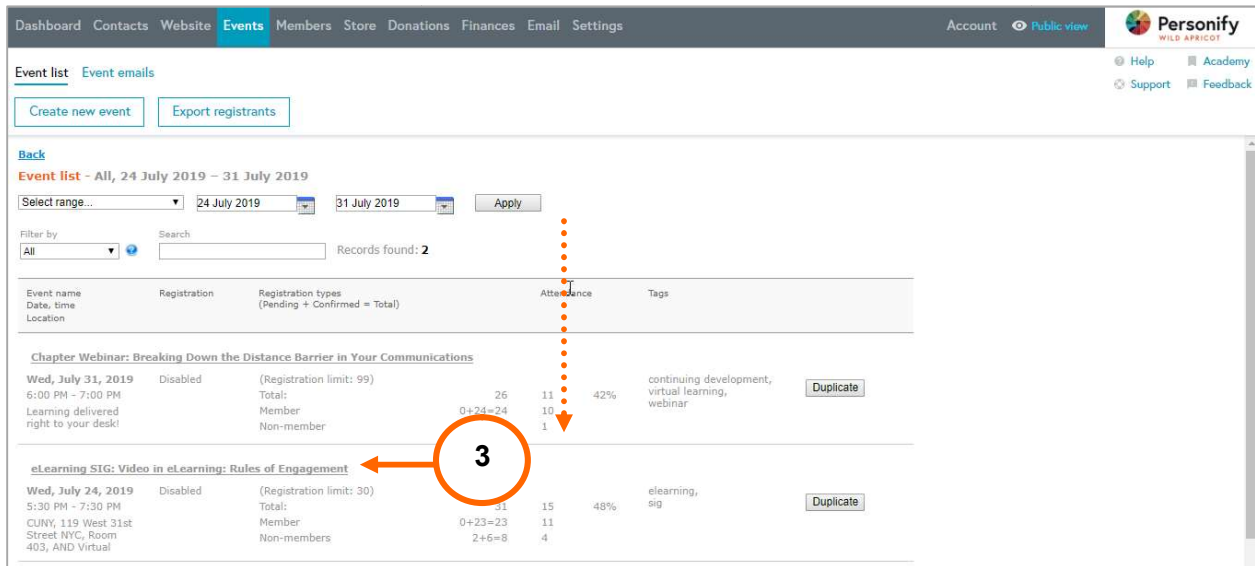
How to Send a Reminder Starting Soon Email for an Event

Wild Apricot does not allow emails to be scheduled by time. You can only schedule by day and the emails are sent based on the start time of the event. This is a workaround in order to send a 1-2 hour prior reminder.

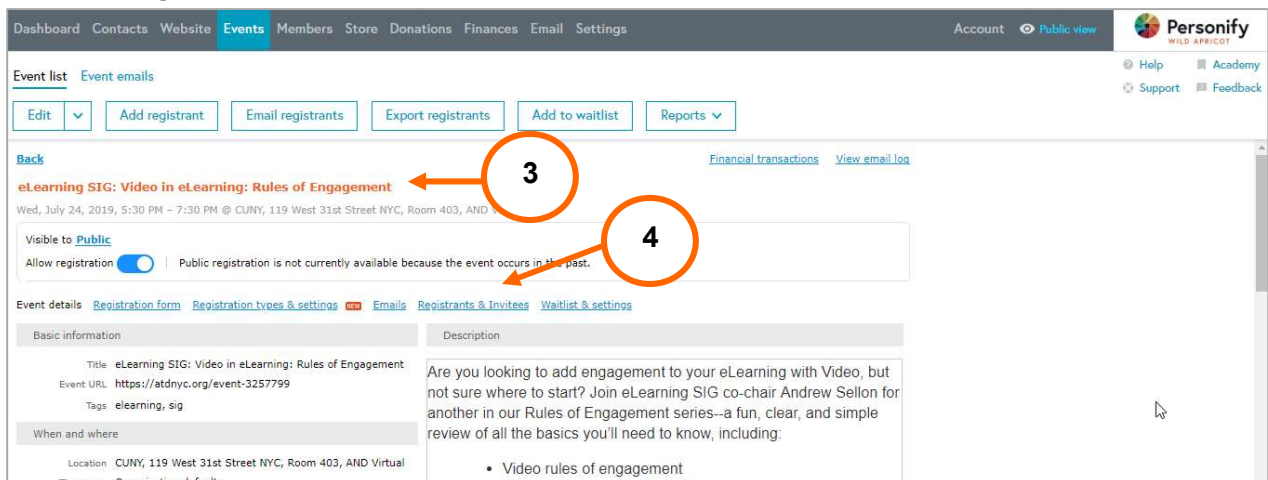
1. Go to the **Events** Tab dropdown
2. Select **Event list**.



3. Scroll to your event and click the **event link**



4. Click on **Registrants & Invitees** link



5. Filter by **Current Registrations**

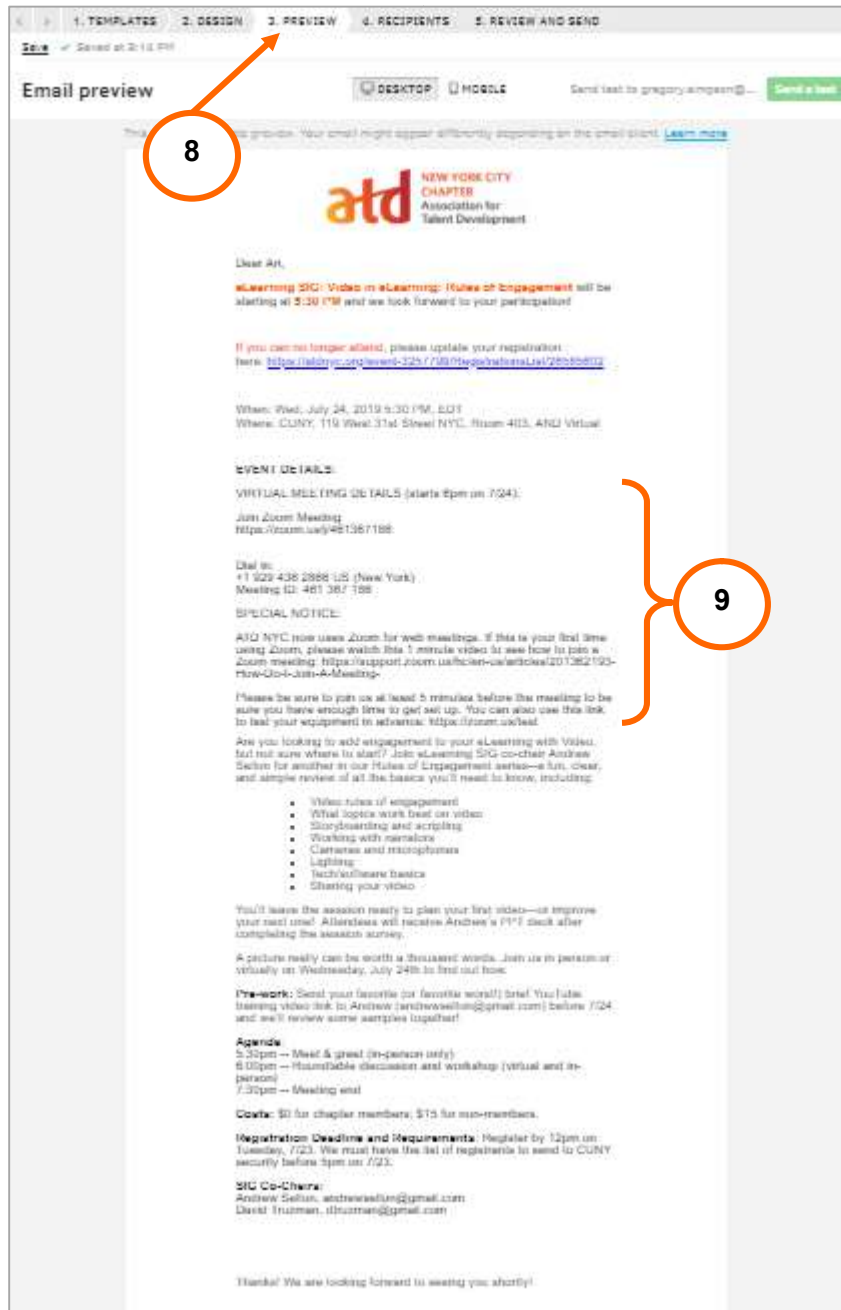
6. Click **Email Registrants**

The screenshot shows the Personify Events interface. At the top, there are navigation tabs: Dashboard, Contacts, Website, **Events**, Members, Store, Donations, Finances, Email, Settings. On the right, there's an 'Account' section with 'Public view' and a 'Personify WILD APACOT' logo. Below the navigation, there are buttons: 'Edit', 'Add registrant', **Email registrants** (circled with a 6), 'Export registrants', 'Add to waitlist', and 'Reports'. The event title is 'eLearning SIG: Video in eLearning: Rules of Engagement'. Below the title, there's a 'Visible to Public' toggle set to 'Public' (circled with a 5). A table below shows registrants with columns: Check in, Registrant Name, Email, Organization, Membership Status, Renewal due, Level, Registration Type, Amount, Date, Invoice, and Payment status. Two registrants are listed: Ahmad, Hibah and Bayme, Gabrielle.

7. Select Template by scrolling to **Reminder Starting Soon - Manual Event Email** (listed alphabetically)

The screenshot shows the 'Select template' screen in the email campaign builder. At the top, there are steps: 1. TEMPLATES, 2. DESIGN, 3. PREVIEW, 4. RECIPIENTS, 5. REVIEW AND SEND. Below the steps, there's a 'Save' button and a message 'Saved at 9:12 PM'. The main area is titled 'Select template' and has tabs for 'Saved', 'Themed', and 'Basic'. A grid of templates is displayed. The template 'Reminder Starting Soon - Manual Event Email' is circled with a 7. Other templates include 'New template 2', 'New template 3', 'Test ATD NYC 2_1 columns - 20...', 'The NYC Chapter will be joining ...', 'TV July 24 2018 Summer in the ...', 'Volunteer Events and Roles', and 'Workshop Email Template'.

8. Preview the **Reminder Starting Soon** email
9. Note that it pulls in the **Additional event information to be inserted in registration confirmation email** section from the Event Description of the Event. This is the section of the Event where we add information (like Zoom links) to registrants only.



10. Click on **Recipients**
11. Note that the Recipients are automatically added.
12. Change the **Reply to:** information to **your name or ATD NYC** contact@atdnyc.org (manually type)
13. Do not try to select Art Weiss with the **Change reply to** button

14. Click **Review and Send**
15. Select the **Send it now** radio button (see note at top of this tutorial about why NOT to use Schedule for later).
16. Click **Send**

Email template in Templates section of Wild Apricot

Reply to: ATD NYC <contact@atdnyc.org>

Subject: Starting Soon: {Event_Title} - {Event_Date} at {Event_Time}

Dear {Registration_First_Name},

{Event_Title} will be starting at **{Event_Time}** and we look forward to your participation!

If you can no longer attend, please update your registration here: [Registration Details Page Url]({Registration_Details_Page_Url})

When: {Event_Date} {Event_Time}, {Event_TimeZone}

Where: {Event_Location}

EVENT DETAILS:

{Event_Extra_Info}

{Event_Details}

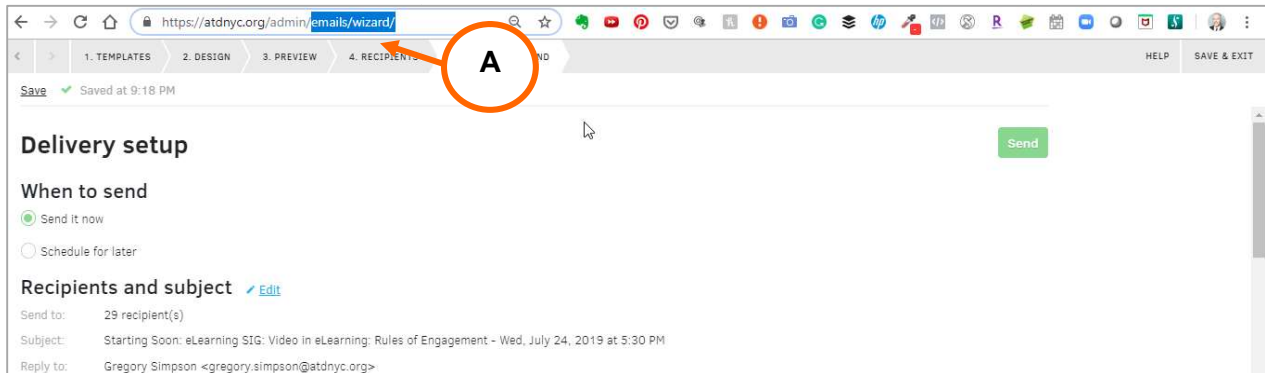
Thanks! We are looking forward to seeing you shortly!

Best regards,

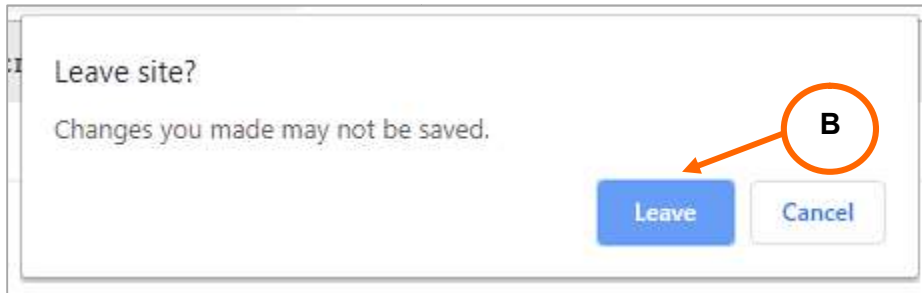
[Organization Name](#)

NOTE: If you decide to stop this process, Wild Apricot does NOT make it easy to exit. Here's how to get out of the email wizard without sending the email.

- A. Highlight the **emails/wizard/** portion of the URL, hit **delete**, and then **enter**.
https://atdnyc.org/admin/emails/wizard



- B. You'll get a pop-up that says "Leave site? Changes you made may not be saved." Click **Leave**.



- C. You will be taken back to **Dashboard**.

