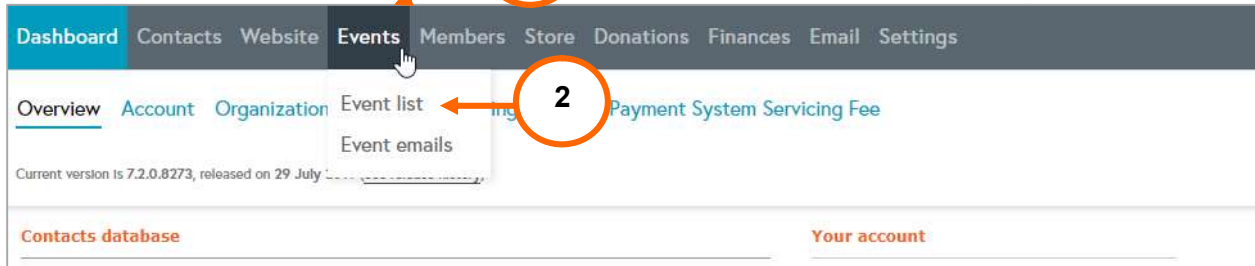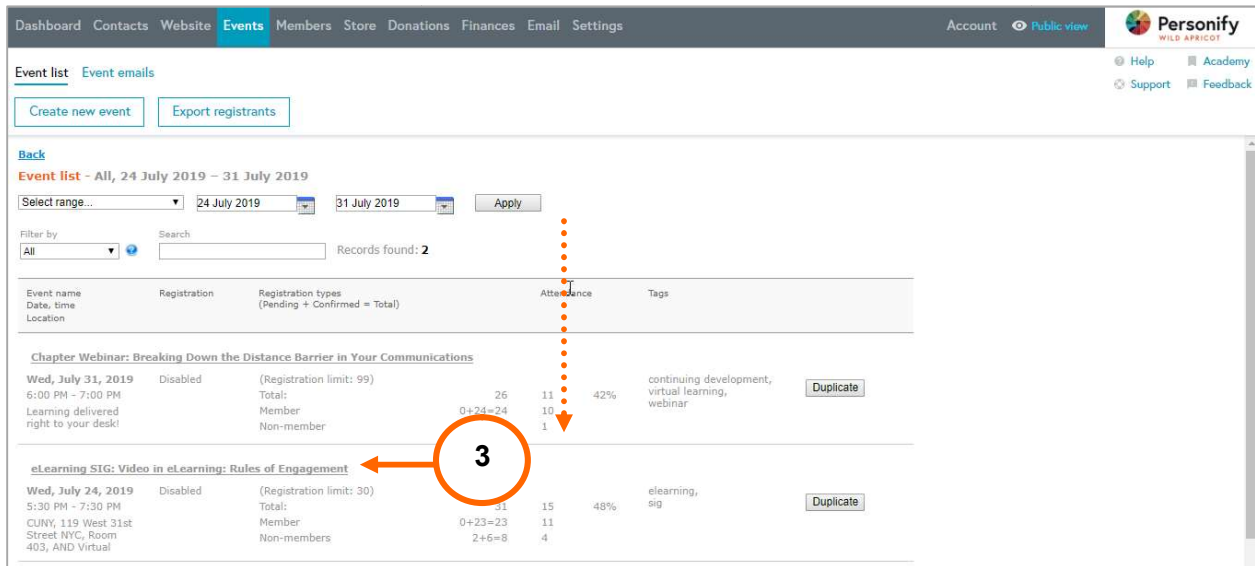# How to Send a Reminder Starting Soon Email for an Event

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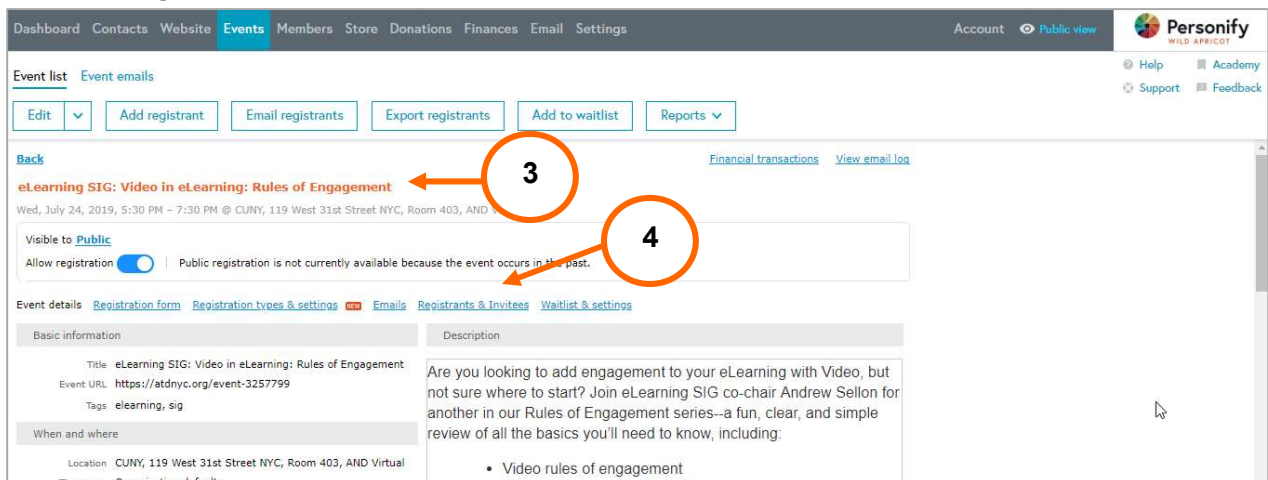
1. Go to the **Events** Tab dropdown
2. Select **Event list**.

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**

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

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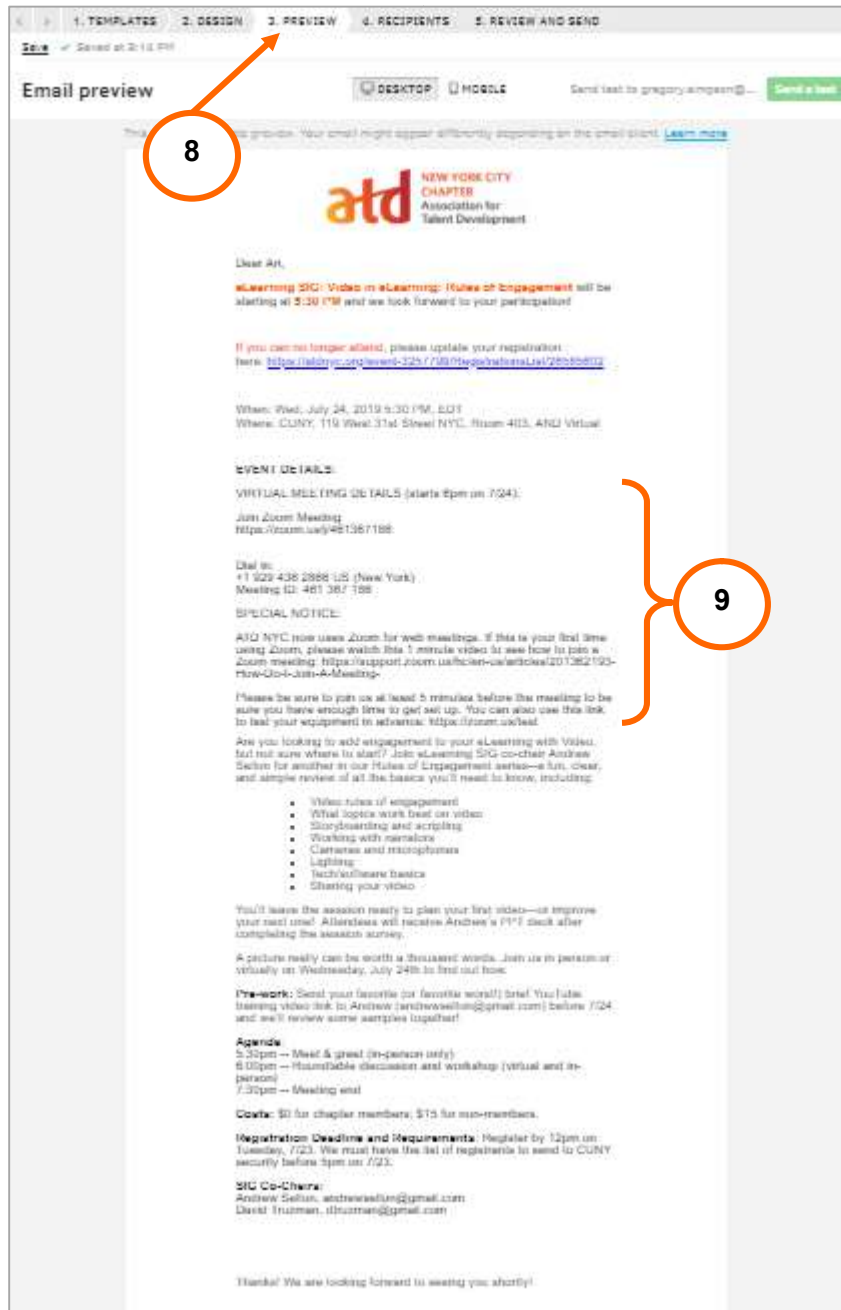
10. Click on **Recipients**
11. Note that the Recipients are automatically added.
12. Change the **Reply to:** information to **your name or ATD NYC** contact@atdnyc.org (manually type)
13. Do not try to select Art Weiss with the **Change reply t**o button

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}

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~~
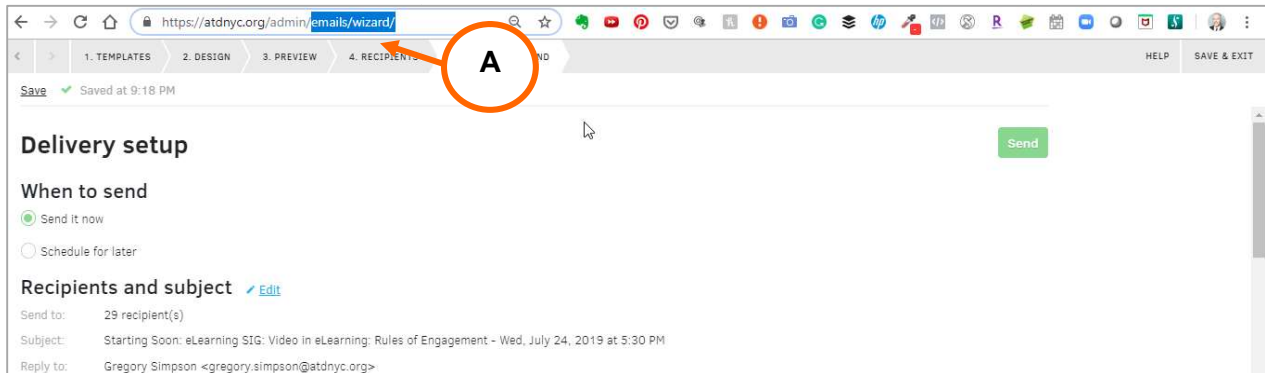
B. You'll get a pop-up that says "**Leave site? Changes you made may not be saved.**" Click **Leave.**
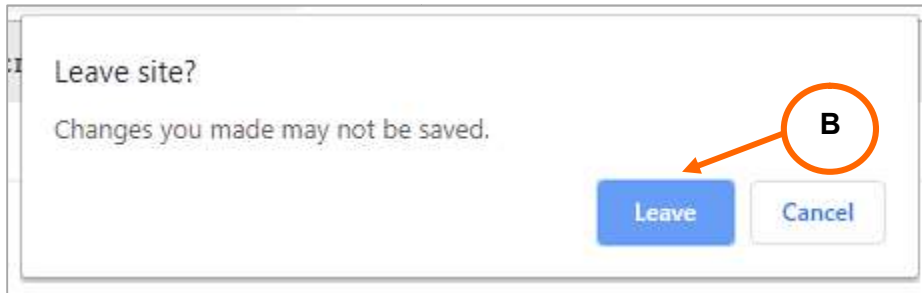
C. You will be taken back to **Dashboard**.