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.

Dashboard	Contacts Website	Events Members Store Donations Finances Email Settings
Overview	Account Organization	Event list A Payment System Servicing Fee
a a	7.2.0.8273, released on 29 July	Event emails

3. Scroll to your event and click the event link

Dashboard Contacts	: Website Ev	ents Members Store Donat	ions Finances	Email	Settings			Account	Public view	Pe witt	rsonify
Event list Event email										Ø Help	Academy
Event list Event email	15									Support	Feedback
Create new event	Export regi	strants									
Back											1
Event list - All, 24 J	uly 2019 - 31	July 2019									
Select range	▼ 24 July :	2019 31 July 2019	Apply								
Select lange	- 24 July /	2019 31 July 2019	Apply								
Filter by	Search										
All 🔻 😧		Records found: 2	2								
				• •							
Event name Date, time Location	Registration	Registration types (Pending + Confirmed = Total)		Attend	ance	Tags					
Chapter Webinar: Br	eaking Down the	e Distance Barrier in Your Commu	lications								
Wed, July 31, 2019 6:00 PM - 7:00 PM	Disabled	(Registration limit: 99) Total:	26	11	42%	continuing development, virtual learning,	Duplicate				
Learning delivered		Member	0+24=24	10		webinar					
right to your desk!		Non-member		1							
eLearning SIG: Video	in eLearning: R	ules of Engagement	3)							
Wed, July 24, 2019 5:30 PM - 7:30 PM	Disabled	(Registration limit: 30) Total:	51	15	48%	elearning, sig	Duplicate				
CUNY, 119 West 31st		Member	0+23=23	11							
Street NYC, Room 403, AND Virtual		Non-members	2+6=8	4							

4. Click on Registrants & Invitees link

Dashboard Contacts Website <mark>Events</mark> Members Store Dor	ations Finances Email Settings	Account	• Public view	🔮 Pe	rsonify
Event list Event emails Edit ✓ Add registrant Email registrants Export	rt registrants Add to waitlist Reports 🗸			Ø Help ⊘ Support	 Academy Feedback
Back eLearning SIG: Video In eLearning: Rules of Engagement Wed, July 24, 2019, 5:30 PM – 7:30 PM @ CUIV, 119 West 31st Street NYC, P Visible to <u>Public</u> Allow registration Public registration is not currently available be Event details Registration form Registration types & settings comemalis	cause the event occurs in the wast.				Í
Basic information	Description				
Title eLearning SIG: Video in eLearning: Rules of Engagement Event URL https://atdnyc.org/event-3257799 Tags elearning, sig	Are you looking to add engagement to your eLearning with Video, but not sure where to start? Join eLearning SIG co-chair Andrew Sellon for another in our Rules of Engagement seriesa fun, clear, and simple			ß	
When and where	review of all the basics you'll need to know, including:				
Location CUNY, 119 West 31st Street NYC, Room 403, AND Virtual Time zone. Ornanization default	Video rules of engagement				

5. Filter by Current Registrations

6. Click Email Registrants

Dashboard	Contacts Website Events	Members Store Donations	Finances Email Settings		Account	O Public view	Se Pe	ersonify
Event list Ev							Help	Academ
event list Ev	vent emails						Support	Feedbad
Edit 🗸	Add registrant Ema	ail registrants Export regis	trants Add to waitlist	Reports 🗸				
Back			6	Financial transactions View email log				
eLearning S	SIG: Video in eLearning: Ru	les of Engagement						
		119 West 31st Street NYC, Room 40	3, AND VICTOR					
Visible to Pul								
Allow registra	ation Publi	ot currently available because th	e event occurs in the past.					
Event details	And a state of the	a settings 📖 Emails Registr	ants & Invitees Waitlist & settings					
			ants & invitees watchst & settings					
Filter	Sort by	Search						
Current registrat	tions ▼ Registrant name 9 ▼	Record	ds found: 30 + 1 guests					
Check in	Registrant	Membership	Registration	Payment status				
	Name, Email, Organization	Status, Renewal due, Level	Type, Amount, Date, Invoice	Payment status				
0	Ahmad, Hibah		Non-members - \$15.00	Paid				
	hahmad4@pride.hofstra.edu		23 Jul 2019, 11:16 AM	Faid				
			Invoice #00758					
0	Bayme, Gabrielle	Active member	Member - \$0.00					
	bayme, dabriene	Active member		Free				

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

1. TEMPLATES	2. DESIGN 3. PREVIEW	4. RECIPIENTS	5. REVIEW AND SEND						HELP	SAVE & EXIT
Save Saved at 9:12 PM										
Select templa	asic									
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TY July 24 2018 Summer in the	e Volunteer Ever	ts and Roles	Workshop Email Ter	mplate						

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.

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8	in the case, we can a post of the square of echonical point from the proof from the same
	NEW MORE CITY CHAPTER Tailwit Development
	Dear Art,
	elwarming SIGI Video in elwarming: Rules of Engagement still be starting et 5:30 MM end two look forward to your performation?
	If you can no longer alland, please uptale your repaindent . here <u>bips dadays uppleased-325770000 your here Lad 2000000000000000000000000000000000000</u>
	When: Wed; July 34, 2019 5:30 PM, ED3 When: CONY, 119 Wed; 31st Steel NYC, Brown 403, 4ND Virtual
	EVENT DETAILS
	VIRTUAL MEETING DETAILS (starts Epimon 7/24).
	Juni Zoum Mexikig https://count.ue/v#1967188
	Dial 8: +1 322 438 2868 LB (New York) Newling LL 461 367 188
	BPECIAL NOTICE
	AID NYC now uses 200m for web mastings. If this is your that inne- using 200m, please within this 1 mmula video for see how to pio a 200m meeting. Thips:/hopport.com.ushciter-us/atticles/20138/2193- three-Do-inne-Adventing-
	Pleases bac some to poin us all leased 5 minutes, before this meeting to be sure you have enough time to get set up. You can also use this link, to had your experiment on advance, https://linker.us/sheat
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	Costs: \$2 for chapter members; \$15 for movementars.
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	Thanka' We are tooking forward to searing you shortly!

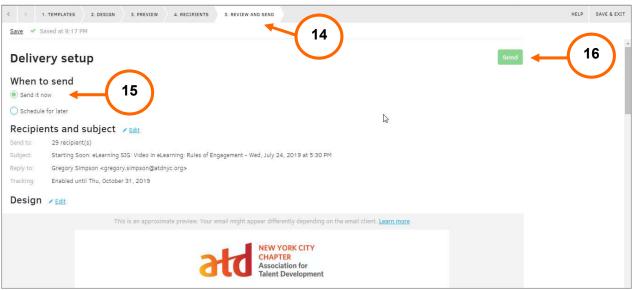
10. Click on Recipients

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

cipients:	A Selected registrants (Fri, August 02, 2019 9:12 PM) (30)
	+ Contact + Contact list Clear all recipients
Subject	Starting Soon: {Event_Title} - {Event_Date} at {Event_Time} () Type { to see available macros
Reply to:	Gregory SimpsonChange get to
ply to: acking:	Gregory Simpson Gregory.simpson@atdnyc.org_ Change@ep/ to

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



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**

← → C A A https://atdnyc.org/admin/emails/wizard/	1	4	•	0	⊘ @	•	6	C	\$ 6)	1	<]>	8	R		饡	٠	0	5		:
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Save 🖌 Saved at 9:18 PM																				
Delivery setup		6												Send						
When to send																				
Send it now																				
Schedule for later																				
Recipients and subject 🖌 Edit																				
Send to: 29 recipient(s)																				
Subject: Starting Soon: eLearning SIG: Video in eLearning: Rules of Engagement - Web	d, July 24	, 2019	at 5:3	30 PM																
Reply to: Gregory Simpson <gregory.simpson@atdnyc.org></gregory.simpson@atdnyc.org>																				

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**.

	Members Store Donations Finances Email Settings
Overview Accorrganization Event I Event e	emails
Current version is 7.2.0.8273, released on 29 July	Your account