

## How to setup event reminders

Michael C. - 2023-01-17 - Events

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

### Creating an Event Reminder

1. Click **Events** or the **calendar icon** on the left menu.
2. Click **Manage** on the event you would like to create an event reminder for.
3. On the top right of the event, click **Setup**.
4. Near the top of the events page, click **Settings**.
5. Scroll down the page to **Event Reminders** and click **Add**.
6. 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.
  - **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.
7. Once the event reminder has been configured, click the **Save** button to finalize and save the event reminder.

### Managing Event Reminders

1. Click **Events** or the **calendar icon** on the left menu.
2. Click **Manage** on the event you would like to create an event reminder for.
3. On the top right of the event, click **Setup** or the **Gear** icon.
4. Near the top of the events page, click **Settings**.
5. Scroll down the page to **Event Reminders**.
6. 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
  - **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.