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How to setup event reminders

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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:
 - o **Name** The name or identifier for the event reminder.
 - \circ 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.
 - o **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.
 - \circ **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.

- o 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.**
- $5. \ \, \text{Scroll down the page to } \textbf{Event Reminders}.$
- 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
 - \circ Edit Opens the Edit Event Reminder popup, allowing you to make adjustments to the event reminder.
 - o Make Active/Inactive Enables or Disables the selected event reminder.
 - $\circ~$ **Delete -** Removes the event reminder from the selected event.