How to send event emails and invitations

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Within the events module, you are able to send two different types of emails to members, contacts and registrants, namely Invitations and Emails.

Sending an Email

1. Click on the **Events** or the **Calendar icon** on the left.

2. Click **Manage** on the event you would like to send an email for.

3. Click on the **Email** tab. You will see two buttons: New Invitation or New Email.

    - **New Invitation** - Allows you to send an email to invite members and contacts to register for the event.

    - **New Email** - Allows you to send targeted emails to registrants and attendees, based on options such as tickets and products purchased, registration questions answered, etc.

4. After selecting your desired option, create the email and send it to the desired recipients.

Related Content

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- How do I schedule an email?
- How to add an attachment to an email