

Customize Automated Emails

You can customize all your confirmation emails so that they are more reflective of your brand and messaging.

Navigate to **Marketing & Web > Emails > Automated Emails**. Here you select which confirmation email you wish to edit by clicking on the title of the email.

To edit the content, click on 'Edit Content'. This will lead you to the email builder interface. Here you can edit the settings, style and elements of the email.

Under Settings you can edit the name of sender. We recommend editing this field for more open rates either to your company name, event name or team name. You can also set the email to appear to be sent from an individual if appropriate.

This is where you'll also create your subject line. You can add personalization attributes to the subject line. Select 'Add Personalization' to view a dropdown of attributes to select from.

Under Style you can implement your brand colors, edit fonts and add buttons for further customization.

Under Elements you can select to remove or add elements to your confirmation email. To add elements, click on '**Add Element**' on the bottom right of the page. To edit each element, click on the pencil icon. To remove elements select the trash icon. To rearrange placement of the icon drag by selecting the column of periods within each element.

A pop up will display of all elements to choose from.

Once your email is created, save it. You will also want to test your email to ensure it appears correctly when sent. Click on 'Test Email' on the top right corner of the page. Enter the email address you'd like to sent the test email to for review.