

# E-Mail Template Users Quick Guide

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USERS GUIDE #05



## E-Mail Template Users – Quick Guide

Creating a customized E-mail to send your customers is simple within the fotoShout web portal. We have created a basic E-mail template for you, which you're free to modify. Our E-mail template uses HTML tags, and fotoShout tokens. This user's guide will show you which fotoShout tokens are used, how to use them, and how to add additional tags & tokens inside an email template.

The tokens below may be placed in the body of an e-mail template. If you collect **first names** with fotoShout during an event, you could use the token `@Model.FirstName`

When an e-mail is delivered to your client and the token `@Model.FirstName` is used in the body of the E-mail, and the clients first name was Barbara, the E-mail would read;

"Dear Barbara,"

If you selected the Salutation to be collected, the guests last name was "DeLaRiva," the E-mail would read;

Dear Miss DeLaRiva,

Here are the most common token to use, they may be entered into your e-mail. The information is gathered from data collected with the fotoShout app on the iPad, and from the event setup on the fotoShout web portal.

`@Model.Name` (Salutation and last name)

`@Model.FirstName`

`@Model.LastName`

`@Model.EventName`

`@Email`

`@Model.UserName` (Photographer's first and last name)

`@AccountName` (Company name)

`<a href='@Model.PermaLink'>link</a>`

Please note the syntax of the permalink as above. Permalink is a link to a url, so it needs to be like that, don't change it. You may replace the text "link" with any text you want. "Click here for your photo" or "Click This Link", etc. (when they click on *Click this Link*, it will take them to their photograph.)

`<BR>` Forced Line Break

`</BR>` To end forced line break

`<p>` Placed at the beginning of a paragraph

`</p>` Placed at the end of a paragraph

`<B>` Placed at the beginning of text to make it **BOLD**.

`</B>` Placed at the end of text to stop making it BOLD

`<u>` Placed at the beginning of text to underline a word.

`</u>` Placed at the end of text to stop underlining.

`<i>` To start Italic text.

`</i>` To end Italic text.

`<IMG SRC="balloon.gif" Align=right>` Would populate the balloon.gif to the right of the page

`<IMG SRC="balloon.gif">` Would populate the balloon.gif to the left of the page.

`<P ALIGN=Center>`

`<IMG SRC="balloon.gif">` Would Populate the Balloon.gif to the center of the page.

`<IMG SRC="balloon.gif" Align=right Vspace=20>`

`<IMG SRC="balloon.gif" Align=left Hspace=30>`

Above balloon.gif is used as an example. Replace balloon.gif with anything you wish to display.

We use the following in our e-mails, which displays the fotoShout logo.

`<img src='http://fotoshout.com/wp-content/uploads/2013/08/fotoshout_logo_beta33.png'/>`



The first image below is the Basic e-mail template already created for you in fotoShout. The second image is how it would be filled in when it's sent out to your guests. You can create your own e-mail template in fotoShout, or in another text editor then copy and paste into fotoShout. Be sure and name the template for future use, and give your E-mail a subject for your event.

## Create Email Template

Template  
Name \*

Subject \*

Content \*

Dear @Model.FirstName,

<p>Thank you for joining us at @Model.EventName.</p>

<p>It was an honor to have you in attendance. We hope that you found the event to be joyful. Please follow this <a href='@Model.PermaLink'>link</a> to view your photo.</p>

<p>Again, we sincerely thank you for being part of @Model.EventName.</p>

<p>

Sincerely,<br />

@Model.UserName

</p>

Create

Cancel

If you were to use the fotoShout Basic e-mail template as is, the "tokens" would be filled in the following way. The text would be black, blue is just to make viewing easier. (See Below)



## Create Email Template

Template  
Name \*

Subject \*

Content \*

Dear **Barbara** Name,

<p>Thank you for joining us at **fotoShout Charity Gala**>

<p>It was an honor to have you in attendance. We hope that you found the event to be joyful. Please follow this <a href="Link to Photograph">link</a> to view your photo.</p>

<p>Again, we sincerely thank you for being part of **fotoShout Charity Gala**>

<p>

Sincerely, **D. Martin**

**@DCP Photography**

</p>

Create

Cancel