

Emailing Event Registrants or Committee Members

Guidance for Committee Chairs



Santa Barbara
Newcomers Club

E-mailing your Registrants



Personality WildApricot

Event list Event emails

Edit Add registrant Email registrants Export registrants Add to waitlist Email waitlist Reports

Account Contacts Events Finances Communication

Back

Arts: Tour the Whimsical Art and Sculpture Collection of The Museum (Registration Opens November 19)

January 29, 2025, 12:30 PM – 3:00 PM @ Private Home

A large blue arrow points down to the "Email registrants" button in the horizontal tool menu.

Open the Event (or the Committee Sign-Up for the current term).

Click the **“Email Registrants”** button from the horizontal tool menu across the top of the screen.



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Tab groups

1. TEMPLATES 2. DESIGN 3. PREVIEW 4. RECIPIENTS 5. REVIEW AND SEND

Save ✓ Saved at 2:28 PM

Select template

Saved Themed Basic



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Template Preview	Template Name
	(copy) Blank eMail Template
	(copy) Z - Event Reminders 1-3 ...
	1 Membership 3rd Year denial le...

Committee Chair Training
2025

January



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Newcomers Club

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Fill in a title and
the body of the
email

1. TEMPLATES 2. DESIGN 3. PREVIEW 4. RECIPIENTS 5. REVIEW AND SEND

Saving...

OUTS

- 1 column
- 2 columns
- Left sidebar
- Right sidebar
- 3 columns

GETS

- Text
- Image

DROP GADGET HERE

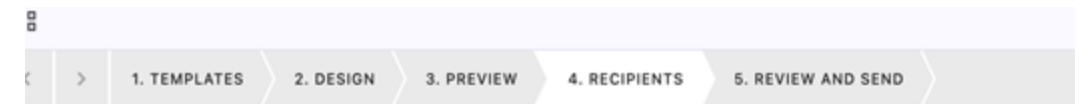


Your Email Title Here



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Save ✓ Saved at 2:28 PM

Choose recipients and subject

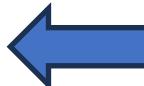
Recipients:

Current event registrants

+ Contact

+ Contact list

[Clear all recipients](#)



A Message from Santa Barbara Newcomers



Type { to see available macros

Reply to:

VP Activities BoardMember E

activities@sbnewcomers.org

[Change reply to](#)

Tracking:

Enable link and open email tracking

Change the default subject line to something that will catch your readers' attention!

Notice that the recipients** of your email will AUTOMATICALLY be the "Current even registrants."

**If you are using this feature to email your Committee Members - they will be the "Current event registrants."

Make sure you keep your Committee Membership up to date on the Committee Sign-up Event for the current term.

