Email Event

From the Dashboard:

1. Select the icon you have chosen for Event Calendar.

2. Check the box by the event you would like to send.

3. Select 'Email' on the right.

4. Click 'Select Contacts' to choose from your contacts list

 or manually

   type in your contacts' email addresses.

5. Enter a subject line.

6. Choose the date on which you would like your event to be sent.

7. By checking the boxes in step 4, you may add a 'Contact Us' button

    on your email and for branded apps, an 'App Store

   Links' button that will take recipients to your App in

   their app store.

8. You may test the looks of your event email by selecting 'Send Test

   Email' and filling in your email address. This will

   send your event immediately for your review.

9. When you are satisfied, select 'Send'.