

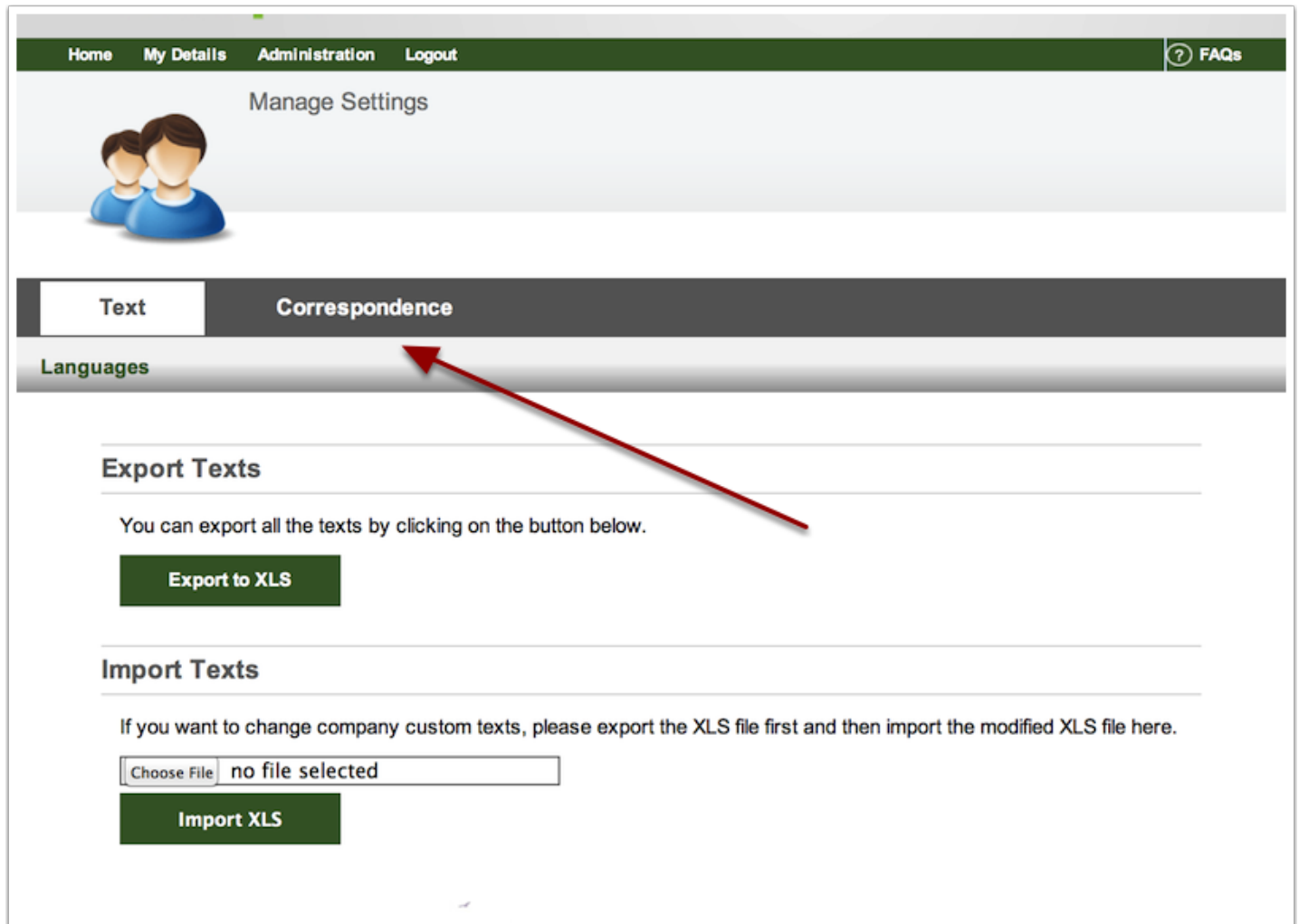
Home -> General Settings

From the "Home" page, select the "Administration" tab and click on "General Settings".



General Settings -> Correspondence

Select the "Correspondence" tab.



The screenshot displays the 'Manage Settings' page. At the top, a navigation bar includes links for 'Home', 'My Details', 'Administration', and 'Logout', along with a 'FAQs' link. Below this, the 'Manage Settings' title is accompanied by an icon of two people. A tabbed interface shows 'Text' and 'Correspondence' tabs, with 'Correspondence' being the active tab. A red arrow points to this tab. Below the tabs, there is a 'Languages' section. The main content area is divided into two sections: 'Export Texts' and 'Import Texts'. The 'Export Texts' section contains a message: 'You can export all the texts by clicking on the button below.' and a green 'Export to XLS' button. The 'Import Texts' section contains a message: 'If you want to change company custom texts, please export the XLS file first and then import the modified XLS file here.' Below this message is a file selection interface with a 'Choose File' button and a text box showing 'no file selected'. A green 'Import XLS' button is also present.

Home My Details Administration Logout ? FAQs

Manage Settings

Text Correspondence

Languages

Export Texts

You can export all the texts by clicking on the button below.

Export to XLS

Import Texts

If you want to change company custom texts, please export the XLS file first and then import the modified XLS file here.

Choose File no file selected


Import XLS

Find RSVP Email Template

From your choices of email templates, be sure to pick the one titled Event RSVP Confirmation.

[Home](#) [My Details](#) [Administration](#) [Logout](#) [FAQs](#)

Manage Settings



[Text](#) [Correspondence](#)

Email Templates

Email Templates ▼

ID	GROUP ▲	SUB-GROUP ▲	TEMPLATE NAME ▲
1	Users		New User Welcome
2	Users		Admin Password Reset
3	Users		Confirmation of Public User Registration
4	Users		Forgot Password
5	Events	Company	Event RSVP Confirmation
6	Blog		New Post Notification for Moderator
7	Donation Requests		Need More Information
8	Donation Requests		New Donation Requests
9	Donation Requests		Status Change: Request Approved
10	Donation Requests		Status Change: Request Denied

Go to: 1 Show rows: 1-10 of 23

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Editing the RSVP Email

From here, the admin can customize the RSVP Email to his or her liking. Be sure to use the Available Variables in the emails, that way certain users will get information that is important to them.

"Description" lists the description of the templated email just for the admin to see.

"Subject" for the subject of you email.

"From Name" for the name you want to them to see the email from.

"Reply To" for the email address that responses should be sent to.

You will find variables along the right to include in your templated email text.

Finally, do not forget to save your new, customized RSVP Email.

Close **Event RSVP Confirmation**

Description

This email is sent to a user after they have RSVP'd for an event. The event contact is always included as a recipient on the email.

Subject: *

RSVP confirmation for ::event_name

From Name :

Reply To :

Add CC or BCC ▾

Pop-up Email Template ?

☐ Yes ☒ No

Body: *

Thank you for registering to help with ::event_name. The event is scheduled for ::event_date. Expect to hear from the event contact person, ::event_contact_name, a few days prior to the event. If you have any questions please reach out to ::event_contact_name via phone at ::event_contact_phone or email at ::event_contact_email. Thank you again for helping, The Profits4Purpose Team

Path: p **Words:56**

Available Variables

These variables may be used in the Subject and Body fields..

- ::event_name**
Inserts the name of the event.
- ::event_date**
Inserts the date (or date range) of. the event
- ::event_contact_name**
Inserts the event contact's name.
- ::event_contact_phone**
Inserts the event contact's phone number.
- ::event_contact_email**
Inserts the event contact's email address.
- ::nonprofit_name**
Inserts the non-profit's name.
- ::rsvp_contact**
Inserts your name field from rsvp form.