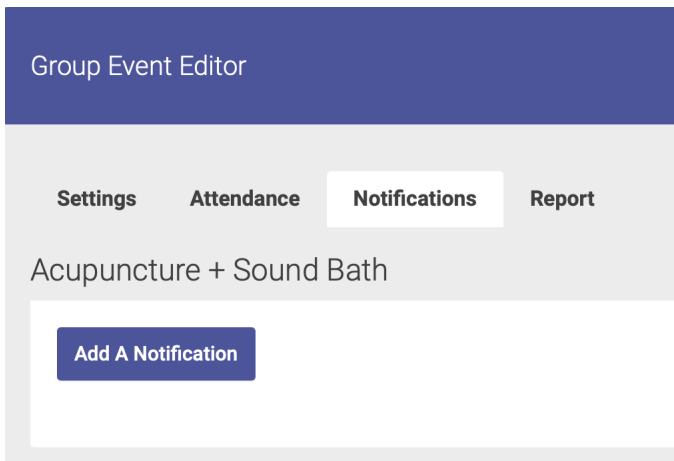


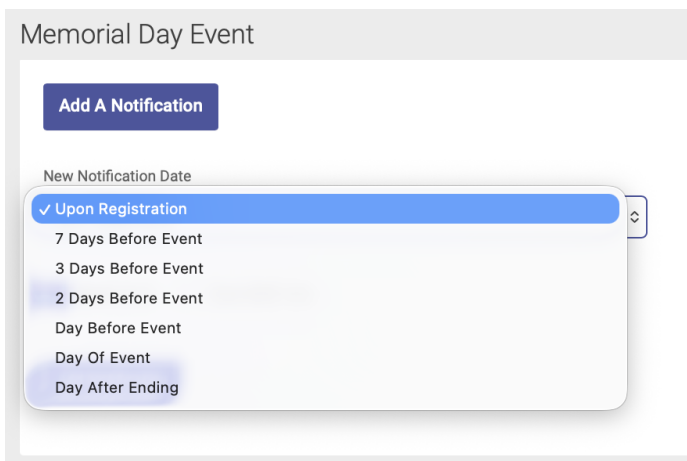
Event Notifications

You can create notifications for your event by clicking on the Notifications tab on the Event Editor. Click Add A Notification to start:



Step 1: Choose Notification Date

Select your notification date from the drop-down menu, then click the Add Notification button below the menu:



Step 2: Add Email and/or Text Message Details

Add your email subject and body text, and/or text message details:

Notification Date

Upon Registration

What Method? Send Email

Send SMS Text

Email Subject

Thank you for registering for our Memorial Day event!

Email Body



We hope you like hot dogs!

Text Message

Hi [[NAME]]! We can't wait to see you at our [[EVENT NAME]] at [[EVENT START]]!

[Key to Verbiage Codes](#)

Save

Delete

Close

Click the Key to Verbiage Codes button to see your options for text message notifications:

Event Notification Codes Key

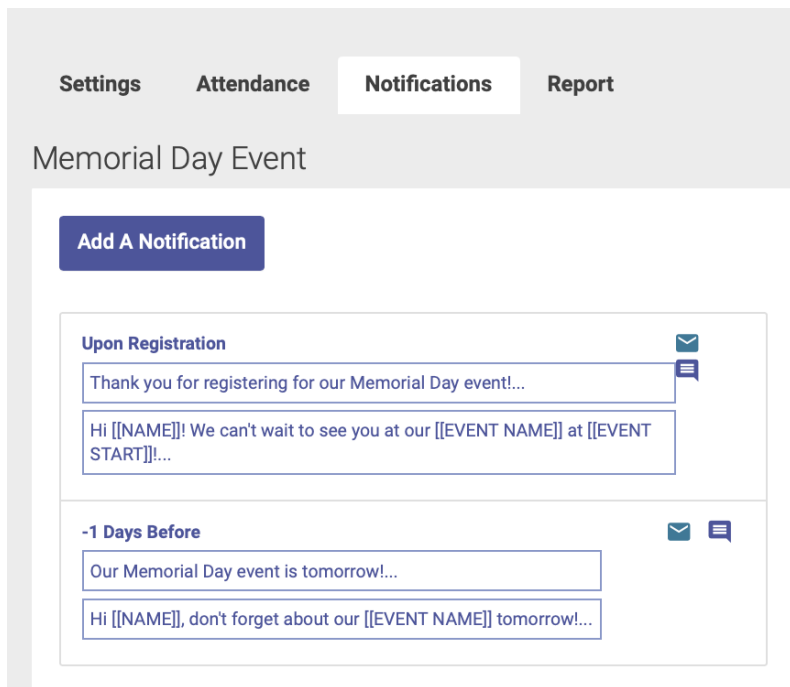
Use these codes to insert contextual verbiage into your notifications.
Click the code to copy it to the clipboard.

Code	Description
[[NAME]]	Patient's first name
[[EVENTNAME]]	Event Name
[[EVENTSTART]]	Event Start Date and Time
[[EVENTEND]]	Event End Date and Time
[[EVENTLINK]]	Event URL
[[URL]]	our Patient Portal URL
[[CLINIC]]	Your clinic's name
[[LOC]]	Location Name
[[LOCADD]]	Location Address
[[LOCPHONE]]	Location Phone Number

Click Save when you're finished to save your notifications.

Managing Notifications

You can add multiple notifications per event. Your saved notifications will appear on the Notifications tab:



The screenshot shows a web interface for managing notifications for a "Memorial Day Event". At the top, there are four tabs: "Settings", "Attendance", "Notifications" (which is selected), and "Report". Below the tabs, the event name "Memorial Day Event" is displayed. A prominent blue button labeled "Add A Notification" is positioned above a list of notification templates. The first template is titled "Upon Registration" and includes a message box with the text "Thank you for registering for our Memorial Day event!..." and a second message box with the text "Hi [[NAME]]! We can't wait to see you at our [[EVENT NAME]] at [[EVENT START]]!...". The second template is titled "-1 Days Before" and includes a message box with the text "Our Memorial Day event is tomorrow!..." and a second message box with the text "Hi [[NAME]], don't forget about our [[EVENT NAME]] tomorrow!...". Each template has a small envelope icon and a list icon to its right.

Editing or Deleting Notifications

To edit or delete a notification, click on the notification you wish to edit from your list. The notification details will appear on the right hand side of the page, and from there you can edit and save your notifications, or use the delete button at the bottom to delete a notification:

Memorial Day Event

Add A Notification

Upon Registration

Thank you for registering for our Memorial Day event!...

Hi [[NAME]]! We can't wait to see you at our [[EVENTNAME]] at [[EVENTSTART]]!...

-1 Days Before

Our Memorial Day event is tomorrow!...

Hi [[NAME]], don't forget about our [[EVENTNAME]] tomorrow! [[EVENTLINK]] ...

Notification Date

Upon Registration

What Method?

Send Email

Send SMS Text

Email Subject

Thank you for registering for our Memorial Day event!

Email Body



We hope you like hot dogs!

Text Message

Hi [[NAME]]! We can't wait to see you at our [[EVENTNAME]] at [[EVENTSTART]]!

Insert Verbiage Codes

Save

Delete

Close

Revision #4

Created Tue, Mar 17, 2026 6:04 PM by [Alexa Hulse](#)

Updated Thu, May 7, 2026 1:24 PM by [Alexa Hulse](#)