Sending Custom Emails to Participants

The **Appointments List** is the primary tool for managing communications for a specific roster event. This page allows you to send bulk messages or target specific individuals.

1. Filter Your Recipient List

- **Navigate:** On the Admin UI sidebar, select **Appointments List**.
- **Set Filters:** * Check the **All Appointments** box.
  - Select your specific roster event from the **Event** dropdown menu.
- **Search:** Click the **Search** button to generate the list of registered participants.

2. Launch the Email Tool

Click the **Send Email** button at the top of the page. You will be prompted to choose your audience:

- **Send to All:** Sends the message to every participant currently visible in your filtered list.
- **Send to Selected:** Only sends the message to the individuals you have manually checked in the list.

3. Configure Your Message

A **Send Email** window will appear with the following options:

- **Email Type:** Toggle between a **Reminder/Follow-up** email or a **Custom** email.
- **Content:** You can use your pre-configured email template or override it with a unique message for this specific send.
- **Template Management:** To view or edit your default templates permanently, navigate to the **Settings / Notification Setup** page for that event.

Created 2026-04-09 15:20:18 UTC by Yura Nechyporenko
Updated 2026-04-24 16:30:55 UTC by Tara Cicora