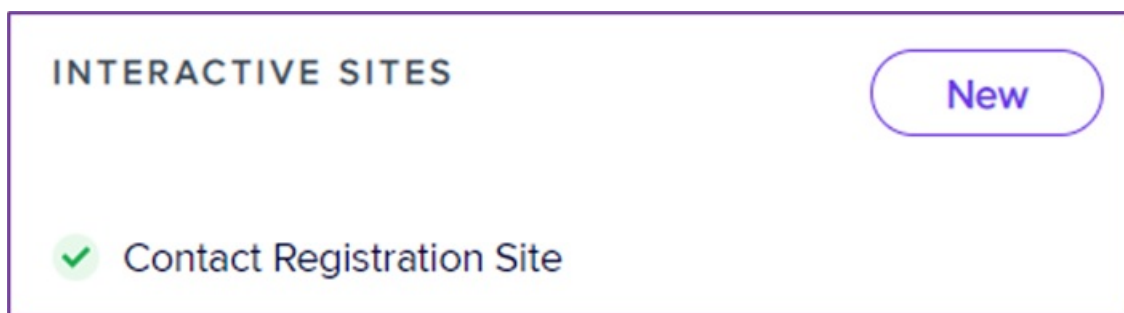


How do I add a confirmation email – for new or updated registrations – on a registration site (or other interactive site)?

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Attendees usually expect some kind of email confirmation after they've registered online. The easiest way to set this up is to use the dedicated tabs in your interactive site (registration site).

1. From the Online Panel, choose the interactive site you're working on (i.e. registration site).



2. In the site builder, select the **Details** tab (top right)

3. Under **Details**, select the **Confirmation** tab to see the email settings (you'll need to check the box that says "Send Confirmation Email" to see all the options).

4. Under "New Registration", choose the type of confirmation email you want to send automatically whenever a registration is completed.

Cyber Education International – 15th Annual Summit Attendee Registration

Builder **Details** Submit Actions

Details Style **Confirmation** SEO Messages Localization

New Registration Edit Registration

Send Confirmation Send Confirmation Email

Type

Plain Text Email

HTML Email

Merge Doc Email Confirmation Email

Text Message

Tag Code Please select... [Add Tag Code](#)

From Name* Education Summit Management Team From Address* educationsummit@centlumssoftware.com

BCC

Subject* Thank You for Registering for the 2025 Education Summit!

Delete Save

You'll probably also want to create a different Merge Doc (also in the Communications panel) for anyone who comes back later to edit their registration.

• Set this up under “Confirmation” and “Edit Registration” (not New Registration). In this email, you might say something more like “Thanks for providing your updated details” or similar.



You would usually personalize the confirmation email by creating a Merge Doc to use here (so that you can ‘merge in’ from each attendee’s record their name and other details).

When you created the Merge Doc (in the Communications panel), you would have defined the default information for sender name and address (From Name and From Address), a BCC email address if applicable, and Subject Line (such as ‘confirming your registration’).

If you’ve chosen a Merge Doc, those details will all be automatically populated here, but you can also edit them here if you want this site’s confirmation email to be different.

You may also want to search other FAQs and Education Resources on creating Merge Docs.