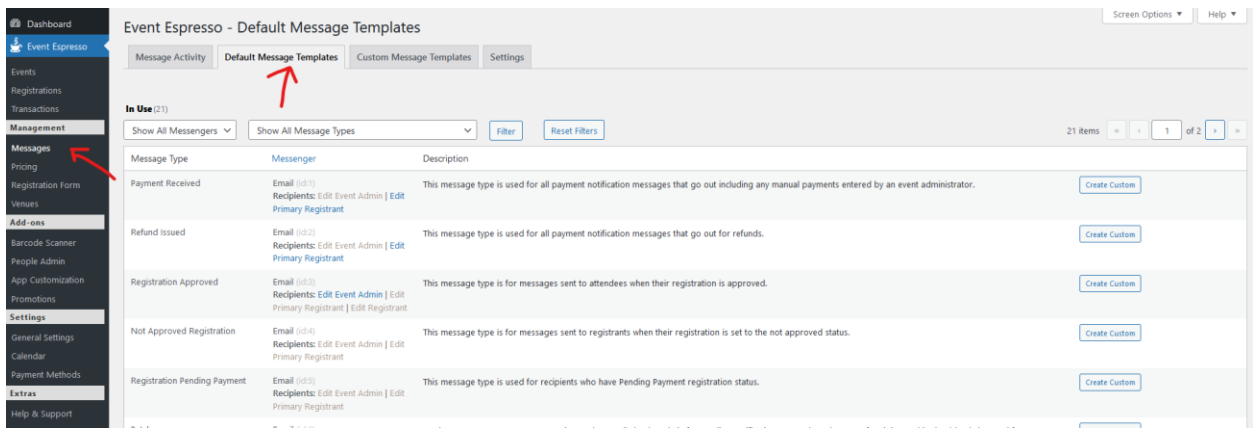


# How to Send a Batch Message

You can set up a message to be sent to a select group of registrants for any event. Batch messages are **manually triggered** by you.

## 1. Create your message

Go to **Event Espresso** → **Messages** → **Default Message Templates**



Scroll down to find **Batch** and click **Create Custom**

## 2. Name your message and add subject line and content

Give your template a meaningful name (such as event name, date, your initials); add the subject line for your email message.

This is a custom template. Custom Templates have an editable name and description to help you differentiate between templates.

Bug Day 2022 - CM

This is a custom template that was created for the email messenger and batch message type.

To \*

[RECIPIENT\_EMAIL]

From \*

contactcca@umanitoba.ca

Subject \*

Full agenda now available!

Scroll down to the [NEWSLETTER\_CONTENT] section and add your content

- ➔ Remember to use the “paste as text” button if you are copying text from Word.
- ➔ Leave all other text and shortcodes as is!

[NEWSLETTER\_CONTENT]

Add Media

Paragraph B I [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Table Icon] [Fullscreen Icon]

11pt [Font Color Icon] [Text Color Icon] [Background Color Icon] [Undo Icon] [Redo Icon] [Help Icon]

Send yourself a **test message** when you are done editing.

Don't forget to **save!**

**Update Actions** ^ v ▲

Save and Close Save

**Extra Actions** ^ v ▲

Send a test email to \*

carole.marshall@umanitoba.ca

Test Send

Need to reset this message type and start over?

Reset Templates

### 3. Choose your recipients

Viewing registrations for the event: [Online: Developing Learning Objectives](#)

**View All Registrations** (114) | This Month (0) | Today - Dec 06, 2021 (0) | Incomplete (0) | Trash (0)

Bulk actions  Select a Month/Year All Categories Approved   11

<input type="checkbox"/>	ID	Name	Email	Reg Date	TKT Price	Final Price	Total Txn	Paid
<input checked="" type="checkbox"/>	35380	Karen Tanner * (1 / 1) Reg Code: 31544-1362-1-ae83 Approved	ktanner@ierha.ca	Apr 12, 2021 4:07 pm Complete	Free Ticket free	No Cost	No Cost	✓
<input checked="" type="checkbox"/>	34907	Katerina Nikolitch * (1 / 3) Reg Code: 31098-1362-1-aa16 Approved	knikolitch@uottawa.ca	Mar 22, 2021 2:43 pm Complete	Free Ticket free	No Cost	No Cost	✓
<input checked="" type="checkbox"/>	34902	Ahmad Abuhajar * (1 / 3) Reg Code: 31095-1362-1-30d6 Approved	AHMAD.ABUHAJAR@MAIL.MCGILL.CA	Mar 22, 2021 1:27 pm Complete	Free Ticket free	No Cost	No Cost	✓
<input checked="" type="checkbox"/>	34828	Joanna Cassie * (1 / 3) Reg Code: 31032-1362-1-82bc Approved	joanna.c@ubc.ca	Mar 18, 2021 6:26 pm Complete	Free Ticket free	No Cost	No Cost	✓
<input type="checkbox"/>	34571	Nidhi Bhutak * (1 / 5) Reg Code: 30806-1362-1-e3dd Approved	nidhaa1711@gmail.com	Mar 8, 2021 7:56 pm Complete	Free Ticket free	No Cost	No Cost	✓
<input type="checkbox"/>	34035	Opeyemi Sobowale * (1 / 2)	opeyemij@yahoo.com	Feb 21, 2021 9:50 am	Free Ticket	No Cost	No Cost	✓

Then choose Send Batch Message.  
The button will verify the number of recipients.

## 4. Choose the message and send

Select the message you created and click the send button.

Espresso - Registrations [Add New Registration](#)

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Approved

dan7@novgroup.com Nov 12, 2021 4:16 pm Complete Free Ticket free No Cost No Cost ✓

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**Note** that your previously-created message has been translated into HTML – this is ok! The recipient's mail client will translate it.

If you notice a typo or want to make changes, you can edit your message here, but be careful. If you're not 100% sure about editing with the code, cancel and go back to the custom messages editor.