How to Create a Custom Registration Message

1. Create your message

Go to Event Espresso \rightarrow Messages \rightarrow Default Message Templates Scroll down to find Ticket Notice and click Create Custom

Dashboard	Event Espresso - Defa	ault Message Template:	s	Screen Options 🔻 Help 🔻	
Event Espresso	Message Activity Default Message Templates Custom Message Templates Settings				
Registrations Transactions	In Use (21)	1			
Management	Show All Messengers V St	how All Message Types	Filter Reset Filters	21 items < < 1 of 2 > >	
Messages Pricing	Message Type	Messenger	Description		
Registration Form Venues	Payment Received	Email (id:1) Recipients: Edit Event Admin Edit Primary Registrant	This message type is used for all payment notification messages that go out including any manual payments entered by an event administrator.	Create Custom	
Add-ons Barcode Scanner People Admin	Refund issued	Email (id:2) Recipients: Edit Event Admin Edit Primary Registrant	This message type is used for all payment notification messages that go out for refunds.	Create Custom	
App Customization Promotions Settings	Registration Approved	Email (id:3) Recipients: Edit Event Admin Edit Primary Registrant Edit Registrant	This message type is for messages sent to attendees when their registration is approved.	Create Custom	
General Settings Calendar	Not Approved Registration	Email (id:4) Recipients: Edit Event Admin Edit Primary Registrant	This message type is for messages sent to registrants when their registration is set to the not approved status.	Create Custom	
Payment Methods Extras Helo & Support	Registration Pending Payment	Email (id:5) Recipients: Edit Event Admin Edit Primary Registrant	This message type is used for recipients who have Pending Payment registration status.	Create Custom	
		a an			
93 Media	Receipt	Html (id:13) Recipients: Edit Purchaser	The receipt message type is triggered via a url on the thank you page and via at url generated by the [RECEIPT_URL] shortcode.	Create Custom	
 Forms Pages 	Invoice	Html (id:14) Recipients: Edit Purchaser	The invoice message type is triggered via a url on the thank you page and via at url generated by the [INVOICE_URL] or [INVOICE_LINK] shortcode.	Create Custom	
👗 Users	Ticket	Html (id:15) Recipients: Edit Registrant	The ticket message type is used for generating and displaying tickets. The templates are triggered by url path.	Create Custom	
Appearance Plugins (1)	Ticket Notice	Email (id:16) Recipients: Edit Primary Registrant Edit Registrant	This message type is for messages sent to attendees when they have tickets available	Create Custom	
Tools Custom Fields	Registration Promoted From Wait List Notification	Email (id:100) Recipients: Edit Registrant	Triggered when an attendee is promoted from a wait list and has the option to finalize their registration for an event.	Create Custom	
Settings	Registration Demoted To Wait List Notification	Email (id:101) Recipients: Edit Registrant	Triggered when an attendee is automatically or manually demoted to a wait list.	Create Custom	
 Elementor Templates 	Registration Added To Wait List Notification	Email (id:102) Recipients: Edit Registrant	Triggered when an attendee signs up for a wait list.	Create Custom	

2. Give your template a meaningful name (such as event name, date, your initials)

Event Espresso - Editing Email Ticket Notice Template (Primary Registrant Recipient)					
Edit Message Templates	Message Activity	Default Message Templates	Custom Message Templates	Settings	
Primary Registrant 🗸	witch Recipient Prev	iew			
The template for Primary Re	gistrant Recipient is cur	rently active.			
This is a custom template. Cu	istom Templates have a	n editable name and description to) help you differentiate between ter	nplates.	
		•			
Stroke Day 2021	СМ				
This is a custo	om template that was o	created for the email messenger a	nd ticket notice message type.		

Scroll down to the [EVENT_LIST] section and add your content **below** the horizontal line.

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

[EVENT_LIST]		
93 Add Media	Visual	Text
Paragraph 🔻 B $I \equiv \equiv 46 \equiv \pm 29 \equiv \times \blacksquare$		
11pt · ·································		
[EVENT_NAME]. If you have any questions or concerns about your registration, please contact [EVENT_AUTHOR _FIAME] [EVENT_AUTHOR _LIAME] at [EVENT_AUTHOR_EMAIL].		
[DATETIME_LIST]		
Add your content here!		
p		æ

Send yourself a test message when you are done editing. Don't forget to save!

Update Actions	~ ~ ·
Sav	e and Close Save
Extra Actions	~ ~
Send a test email to	*
carole.marshall@	umanitoba.ca
	Test Send
Need to reset this n over?	nessage type and start

3. Make sure you are only sending messages to the **PRIMARY REGISTRANT**

Event Espresso turns on both ticket messages by default when a custom message is created. We only want the Primary Registrant message to be sent.

Primary Registrant message is active:

Edit Message Templates Message Activity Default Message Templates	Custom Message To
Primary Registrant V Switch Recipient Preview	
The template for Primary Registrant Recipient is currently active.	

Choose **Registrant**, click **Switch Recipient**, and turn the slider off. Click Save and Close.

Edit Message Templates Message Activity Default Message Templates Custom Message Templates Settings	
Registrant V Switch Recipient Preview	
The template for Registrant Recipien is currently inactive.	
	Update Actions
This is a custom template. Custom Templates have an editable name and description to help you differentiate between templates.	Save and Close Save
Stroke Day 2021 CM	>

4. Attach the message to the event

Open your event and scroll	Notifications				
down to Notifications	Html Email				
	Message Type	Template In Use	Actions		
Choose the Email tab	Payment Received	Global 🗸	Create New Custom Edit		
	Refund Issued	Global	Create New Custom Edit		
	Registration Approved	Global 🗸	Create New Custom Edit		
	Not Approved Registration	Global	Create New Custom Edit		
	Registration Pending Payment	Global	Create New Custom Edit		
	Payment Reminder	Global	Create New Custom Edit		
	Payment Declined	Global	Create New Custom Edit		
	Registration Declined	Global 🗸	Create New Custom Edit		
Select your custom message	Registration Cancelled	Global	Create New Custom Edit		
from the dropdown list beside	Payment Failed	Global V	Create New Custom Edit		
Ticket Notice.	Payment Cancelled	Global 🗸	Create New Custom Edit		
	Ticket Notice	Online Registration Confirmation 🖌 🗸 🗸	Create New Custom Edit		
Save vour event.	Registration Promoted From Wait List Notification	Global	Create New Custom Edit		
	Registration Demoted To Wait List Notification	Global	Create New Custom Edit		
	Registration Added To Wait List Notification	Global	Create New Custom Edit		
	Automated Upcoming Event Notification	Global	Create New Custom Edit		
	Automated Upcoming Datetime Notification	Global	Create New Custom Edit		