

Editing Event Confirmation Messages

(This document is not fully accessible. If you require an accessible document, please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Confirmation messages are generated automatically in Events Management System and are automatically sent to registrants after they complete all necessary forms. Confirmation messages **must** contain information regarding the date, time, and location of the program.

1. You may edit your confirmation message by clicking on Configure Registration Processes.

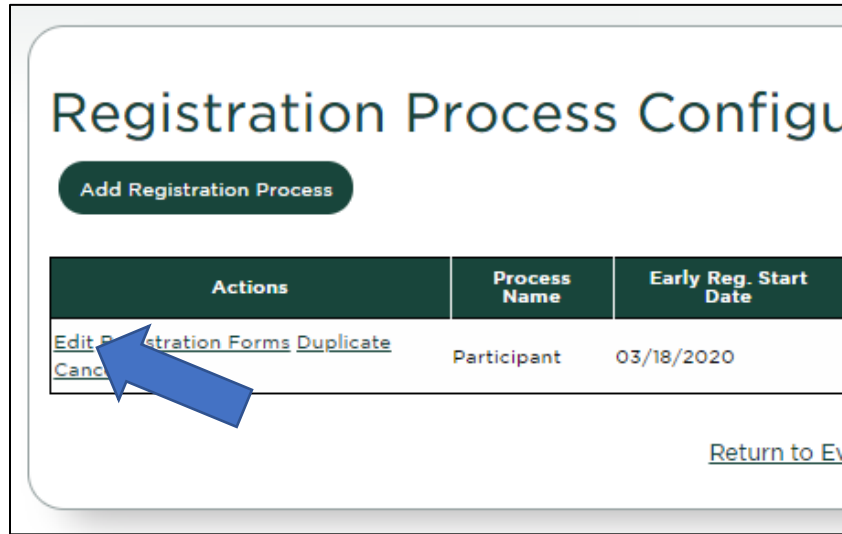
The screenshot shows the 'Event Dashboard' for 'ONLINE Stress Less with Mindfulness'. The dashboard includes a navigation bar with 'Events', 'Staff', 'Templates', 'System', and 'Logout'. The main content area is divided into several sections:

- Event Summary:** Start Date: 03/23/2020, End Date: 04/03/2020, Event is active.
- Registration Summary:** Registrants: 55, Cancelled Registrations: 0.
- Configure Event:** A list of actions including 'Configure Event', 'Configure Registration Processes' (highlighted with a blue arrow), 'Event Organizers', 'Configure Quotas', 'Duplicate Event', 'Event Structure', 'Cancel Event', and 'Close Event'.
- Manage Event:** A list of actions including 'Registrant Roster', 'Invoices/Receipts', 'Attendance', 'Notes', 'Download Registrants', 'Export File Uploads', 'Quotas Report', 'Special Needs Report', 'Custom Reports', 'MiPRS Report', 'Communications Report', and 'Cancel All Registrants in Process'.

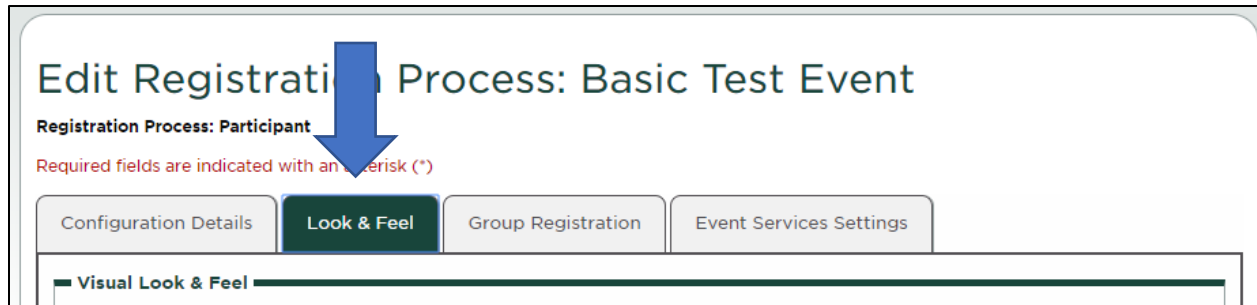
At the bottom, there is a 'Registration Processes' table:

Add Registrant	Online Registration Dates			Number of Registrants		Active
	Early Start	Norm. Start	End	Total	Can-celled	
Participants	03/16/2020	03/16/2020	03/31/2020	55	0	Yes

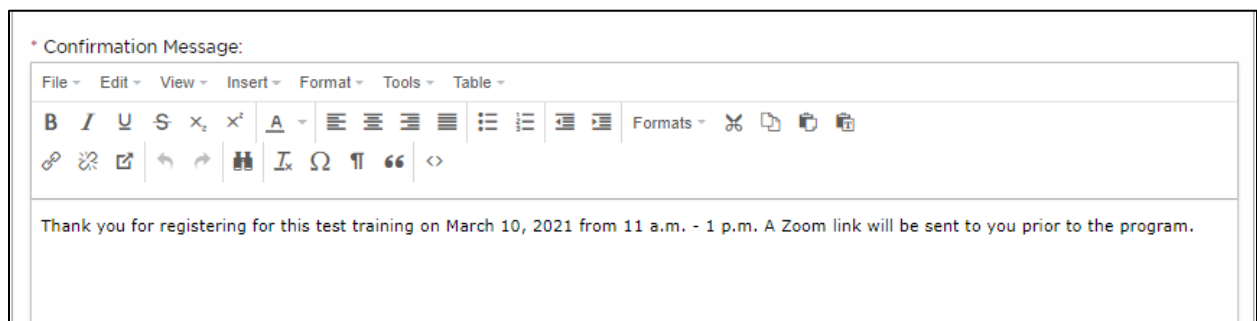
2. Then click on Edit.



3. Then navigate to the Look & Feel tab.



4. The confirmation message is at the bottom of this page. Make sure to include the registration date, time, and location.
 - a. If you are using a virtual platform, you can either enter the connection information directly into the confirmation message or you can type a message indicating further instructions will be sent prior to the event, such as the image below:



5. Be sure to update your event after creating your confirmation message to save your work.