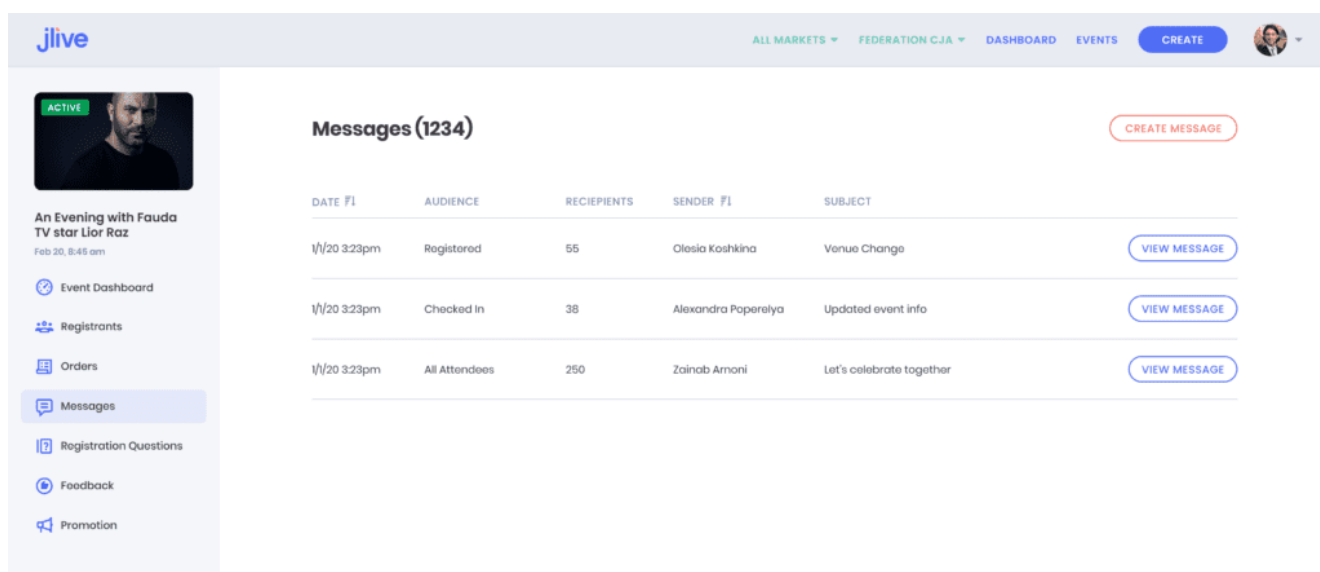


# Message Registrants

## Message Registrants

Event Admins can send an email message to Event Registrants.

Admins can choose whether to send to All Registrants, Checked In, Not Yet Checked In, Cancelled etc... Admins can choose the subject line and body text. Recipients of the email messages can optionally Opt-Out of emails for that event without opting out of other types of messages.



The screenshot displays the 'Messages' section of the Jilive dashboard. On the left, there is a sidebar with navigation options: Event Dashboard, Registrants, Orders, Messages (highlighted), Registration Questions, Feedback, and Promotion. The main content area shows a list of messages with columns for Date, Audience, Recipients, Sender, and Subject. A 'CREATE MESSAGE' button is visible in the top right corner of the message list.

DATE	AUDIENCE	RECIPIENTS	SENDER	SUBJECT	
1/1/20 3:23pm	Registered	55	Olesia Koshkina	Venue Change	<a href="#">VIEW MESSAGE</a>
1/1/20 3:23pm	Checked in	38	Alexandra Popereya	Updated event info	<a href="#">VIEW MESSAGE</a>
1/1/20 3:23pm	All Attendees	250	Zainab Amani	Let's celebrate together	<a href="#">VIEW MESSAGE</a>

## E-mail Registrants



This feature is intended to provide important updates relating to this event. It is not meant to be used to market to these individuals. Message will be sent from **noreply@jlive.app**.

Choose Audience

All Registrants (123) ▾

All Buyers (18)

All Registrants (123)

Checked In (55)

Not yet Checked In (97)

Cancelled (0)

**B**

*I*

**S**

U



CANCEL

SEND