# Emailing Event Details

The Email Event button in the event details is a good resource when you want to send out a manual or scheduled email with information to about a specific event.

To Email Event Details

1. Navigate to or Search for the Event

Use your favorites events section on the dashboard or search for the event, then click on the event name to go to its details view.

2. Select the Email Event Details Option

Image: The Email Event button is in the More Actions menu of the event details page.
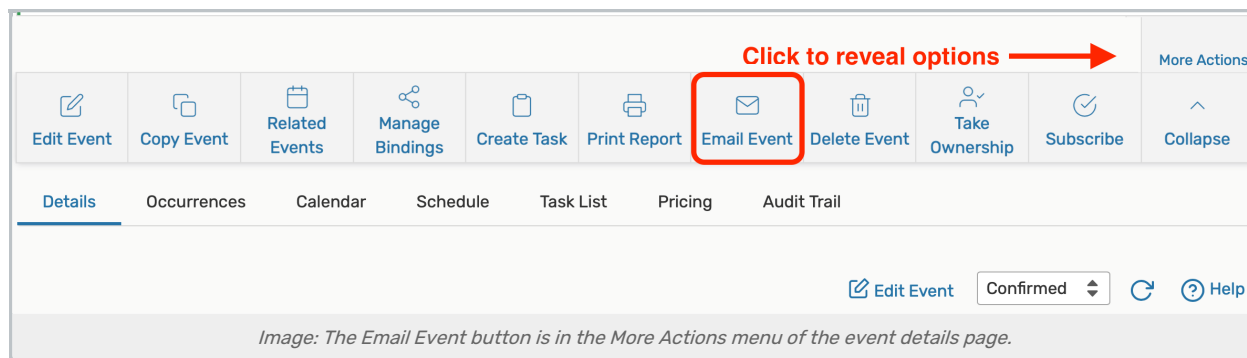
In the main **Details** tab, use the **More Actions** link to reveal options, and select the **Email Event** option.

3. Choose Whether to Use a Manual Template, If Displayed

Email Event

Email Template [⇕]

[**Add Custom From Address**]

Related Recipients:

	TO	CC	BCC
Requestor (Smith, Jane)	☐	☐	☐
Scheduler (Admin, 25Live)	☐	☐	☐
Anyone with Assignment Tasks	☐	☐	☐
Anyone with Notification Tasks	☐	☐	☐

Additional Recipients:

TO [ ]

CC [ ]

BCC [ ]

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Image: If you have created any manual templates, you can see the dropdown menu to choose one.

If you have created any manual email templates, you can choose to use one with the **Email Template** dropdown menu. (This menu will not appear if you haven't created any manual templates.)

> ✓ **Tip: Template Values Can Be Changed Before Sending**
>
> Using a manual template will fill in many fields for you, such as additional recipients, reports, subject, and body, but those values can be edited before sending the email.

4. Complete the Related Recipients Sections

In the first sections of the dialog that are shown, check the boxes next to the event roles to add **Related Recipients**. You can add each role as the To, CC (carbon copy), or BCC (blind carbon copy/hidden). An error will display if any of the users in event roles don't have a valid email address associated with their 25Live contact.

Image: You can add a variety of Recipients or type in outside email addresses.

You can also type in **Additional Recipients** addresses separated by commas for individuals that are not in related event roles or contacts outside of 25Live.

If the use of a manual template added **Additional Recipients** that you don't want to use for this email, you can remove them.

> 🔒 **Security Tip: Permission Needed for Custom From Address**
>
> If your user has the following set in Series25 Group Administration, you will have access to the **Add Custom From Address** button to change the address the email appears to be **from**:
>
> Basic: 14.2 *Use Advanced Email Options*

5. (Optionally) Add Attachments

Image: There are many attachment options as well as the ability to attach your own files.

Select any of the available reports as PDF attachments. The reports available will depend on the reports in your instance and may include event confirmations, cost quotes, invoices, iCal files, custom documents, and more.

You may also upload files to attach to the email. We don't recommend uploading files larger than 10 MB.

6. (Optionally) Edit the Subject Line and Add Body Content

Image: The final fields to complete are for the subject and body of the email message.

You can edit the default email subject line that will be used. There is also an option to add custom text that will

appear in the body of the email. To automatically add a link to the event in 25Live, check the **Include link to 25Live** box.

> ✓ **Tip: Including Event Details in Body of Message**
>
> **Brown Bag Art History Lecture Series** (View in 25Live)
>
> ---
>
> Thank you for your interest in this event.
>
> ---
>
> **Event Details**
>
> | | |
> |---|---|
> | **Title** | Brown Bag Art History Lecture Series |
> | **Event Type** | Lecture / Seminar |
> | **Reference** | 2024-AAGXQK |
> | **Event State** | Confirmed |
> | **Primary Organization** | College of Performance, Art, and Langs |
> | **Summary** | Tue Apr 06 2025 11:00 am - 1:00 pm
Repeats every other week on Tuesday through 4/25
Head Count: expected 25
Location(s) Assigned: MSC ART |
> | **Requestor** | Smith, Jane |
> | **Scheduler** | Smith, Jane |
> | **Register for this event here** | 25Live |
>
> *Image: Email body will display in the "Note" section. Event Details will be appended below.*
>
> Below the Message Body field, you can check the **Include event details in body of message** checkbox. If checked, the event details will follow the custom, typed body content in the email.

Additional Variables Only Available in Email Templates

If you create a manual template, you can take advantage of the many template variables to include even more information. Template variables cannot be placed in the body from the Event Email dialogue. They can only be used in Email Templates.

7. (Optionally) Schedule the Email

To send the email add a later date, select the **Scheduled Email** checkbox. Choose **Days from Event Start**, **Days from Event End**, or **Days From Now.** Then, enter a number in the **Schedule Offset Days** field. Scheduled emails go out at 3:00 a.m. (Pacific time, 6:00 a.m. Eastern time) each day.

Image: Select the Scheduled Email box to reveal the Schedule Type and Schedule Offset Days options.

8. Send the Email

Use the **Send** button to send or schedule the email.

After sending, you will receive a browser alert informing you that the email was sent successfully. If you have uploaded any large attachments, you may experience a delay before seeing the success message.