# Emailing Event Details

25Live allows you to email event details, including attachments, to contacts and outside email addresses.

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 Details option is in the More Actions display.
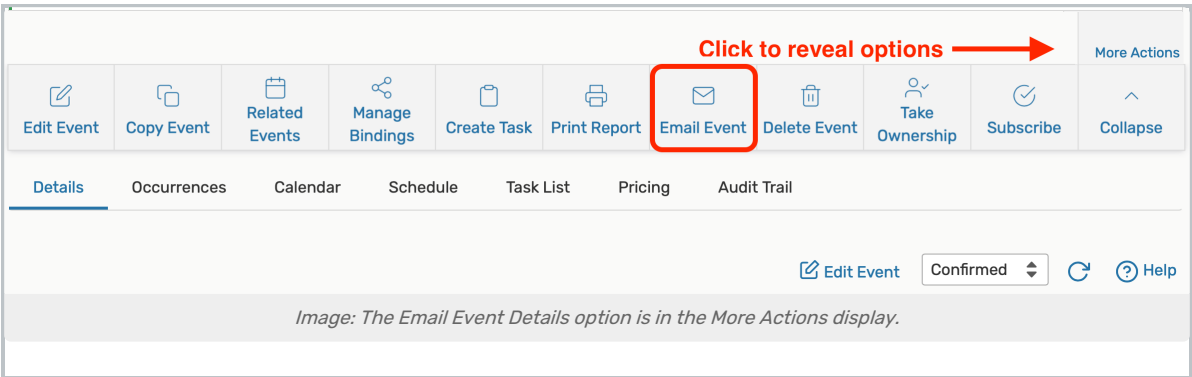
In the main Details section, use the **More Actions** link to reveal options, and select the **Email Event** option.

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

Image: If you have created any manual templates, you can see the dropdown menu to choose one.
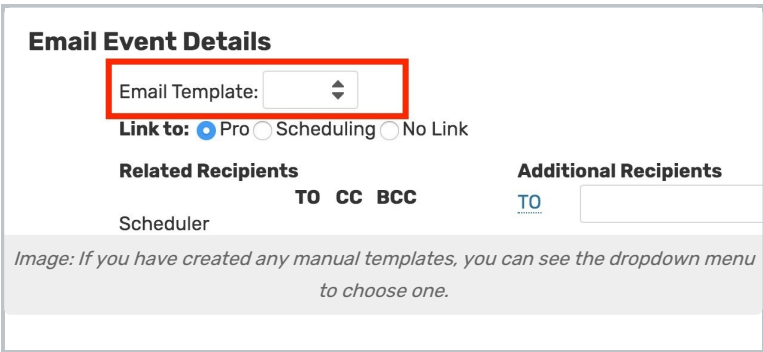
If you have created any manual email templates, you may choose to use one with the **Email Template** dropdown menu.

This dropdown 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. Choose the Version of 25Live to Link Back To

Subject

[ ] Include link to 25Live ✓

Image: Choose to link back to 25Live.

By checking the box, the email that you are sending out will contain a link to view the event in 25Live.

5. 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.

Related Recipients

	TO	CC	BCC
Self (Your, Username)	[ ]	[ ]	[ ]
Requestor (Your, Username)	[ ]	[ ]	[ ]
Scheduler (Your, Username)	[ ]	[ ]	[ ]
Anyone with Assignment Tasks	[ ]	[ ]	[ ]
Anyone with Notification Tasks	[ ]	[ ]	[ ]
Event Owner	[ ]	[ ]	[ ]

Additional Recipients

TO [ ]

CC [ ]

BCC [ ]

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

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. You may use these fields to add any email address, including 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**:

Administrative: 20.0 *Update Event Creation and Editing Configurations*

6. Optionally Add Attachments

Attach:
- ☐ Event Confirmation (Related)   ☐ iCal File
- ☐ Event Confirm (Related) Estimate
- ☐ Event Confirm (Detailed) Estimate   Upload a file
- ☐ Event Confirmation (Academic)
- ☐ Event Invoice
- ☐ Event Confirmation (Detailed)

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

In the next section, you have the option to checkboxes to add a number of standard reports as PDF attachments, including event confirmation, cost quote, invoice, iCal file, custom contract documents, and more.

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

7. Optionally Edit the Subject Line and Add Body Content

Subject: A Cappella Performance (2014-AABFMN)

Message Body   Check the checkbox to include Event Details. Add a custom message if desired.

☐ Include event details in body of message

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.

✓ **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.

8. Send the Email

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

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