Using Manual Email Templates

In addition to using email templates with the Event Save Email feature, manual templates can be created to use in other email functions within 25Live.

> ✅ **Tip: You Need Access to "Create Scenario" to Create an Email Template**
>
> If you're having trouble finding the manual template creation, you need to go through the option of creating or editing a scenario first, as described in the steps below.

How to Create a Manual Email Template

Two related topics will give you the necessary information to create and use manual email templates.

1. Follow the Steps for Creating Email Templates

Create New Email Template

Template Name: New Email Template

Manual Template: No ⬤ Yes

Template Instructions ⓘ

You may use the recipient shortcuts below to target certain users:
- 'object owner' – send to the object owner's work email address
- 'service providers' – send to the work email address of the contacts
- 'assigners' – send to the work email address of the contacts that hav
- Event role name – use the work email address associated with the c
- 'attendees' – send to the work email address of all registrants

Custom "From" Address: No ⬤ Yes

Image: An essential element to creating a manual email template is to set the Manual Template toggle when creating or editing.

Go to the **Template Settings** heading in **System Settings > Event Save Email**. Next, click **Add Template**. In the new template form, toggle **Manual Template?** to **Yes**.

See Creating, Copying, and Editing Email Templates for more detail.

2. Use the New Manual Template

You can specify a template to use when Emailing Event Details *(help topic)*.

> ✅ **Tip: Populating the Event Owner Email Address**
>
> When sending manual emails using a template, an administrator can use 'object owner' in to To field to check the "Event Owner" checkbox and populate their email.