

## How to send event emails and invitations

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Within the events module, you are able to send two different types of emails to members, contacts and registrants, namely Invitations and Emails.

### **Sending an Email**

1. Click on the **Events** or the **Calendar icon** on the left.
2. Click **Manage** on the event you would like to send an email for.
3. Click on the **Email** tab. You will see two buttons: New Invitation or New Email.
  - **New Invitation** - Allows you to send an email to invite members and contacts to register for the event.
  - **New Email** - Allows you to send targeted emails to registrants and attendees, based on options such as tickets and products purchased, registration questions answered, etc.
4. After selecting your desired option, [create the email](#) and send it to the desired recipients.

### Related Content

- [Creating an email](#)
- [How to create an event](#)
- [How to delete an event](#)
- [How to use merge fields](#)
- [How do I schedule an email?](#)
- [How to add an attachment to an email](#)