

EmailTemplates module

Last Modified on 09/28/2025 1:38 pm IDT

 This article is designated for administrators.

About

Use this module to set up email templates that are sent out according to different module settings. Templates can be used in:

- [registration modules](#)
- the [iCalendar module](#)
- the [RSVP module](#)

Examples include post-registration confirmations, calendar invites, and reset password emails.

Tokens

You can use tokens in email templates to automatically fill in user, site, and session details.

User tokens

- {FIRSTNAME}
- {LASTNAME}
- {TITLE}
- {COMPANY}
- {COUNTRY}
- {EMAIL}

Site tokens

- – links to the service that triggered the email (e.g., registration confirmation, login, forgot password).

Session tokens

(for iCalendar and RSVP emails)

- {SESSIONNAME} – session title
- {SESSIONSTARTDATE} – session start date and time (format matches session cards)

- `{SESSIONDESCRIPTION}` – session description
- `{SESSIONURL}` – session link
- `{SESSIONMAGICLINK}` – authenticated link to the session (available if email login is enabled)

Authentication tokens

(available if the [EmailLogin module](#) is enabled)

- `{MAGICLINK}` – authentication link to the site. You can add `&ref=[relative path]` to link to a specific page.
- `{SESSIONMAGICLINK}` – authentication link that redirects directly to the session page.

In-person tokens

(available if the [InPerson module](#) is enabled)

- `{QRCODE}` – used for in-person attendance verification.

Configure

1. Go to your Configuration Management console, and click the **EmailTemplates** module. You can also navigate directly using a link:

`https://{your_KMS_URL}/admin/config/tab/emailtemplates.`

Channels
Client
Debug
EmailService
EmailTemplates
Gallery
Header
Languages

The EmailTemplates module page displays.

Configuration Management

Server Tools

Backup Configuration

Player replacement tool

Global

Application

AddNew

Auth

Categories

Channels

Client

Debug

EmailService

EmailTemplates

Gallery

Header

Languages

Login

MediaCollaboration

Metadata

Moderation

My-media

Navigation

Player

PlaylistPage

Recaptcha

Search

Security

SharedRepositories

Widgets

TimeAndDate

Modules

EmailTemplates

Module Info

Info

Create email templates that will be used throughout the site for user triggered emails (such as registration). Make sure to configure the way emails are sent from the **EmailService** module.

template

Localized versions of a specific email template

1 **DELETE**

templateName

Reset Password

The template name - used to identify the template

localizedTemplate

Templates for a specific locales. When no locale fit - the template for En will be used.

1 **DELETE**

languageCode

English - en

The template language code. Default is En, used when no other selection fit.

subject

Reset Password

The email subject.

body

The email body in html. This field supports custom tokens from the language module, and also the following local tokens: {FIRSTNAME} {LASTNAME} {TITLE} {COMPANY} {COUNTRY} {EMAIL} {URL} {QRCODE}. If you are using **emailLogin** module, you can use {MAGICLINK} as an authentication link to the site and {MAGICLINK}&net={relative_path} to link to a specific URL.

2. Configure the following:

+Add "template" - Click to add a template per local code. Configuring this section adds localized versions of a specific email template.



An additional section displays. Configure the following:

templateName - Enter a template name that will be used to identify the template, for example: *Confirm registration and set password*.

localizedTemplate - Click to add templates for a specific locales. When no locale fits - the template for En (English) is used.

Additional fields display:

languageCode - Select the language of the email from the drop-down menu. The default is English (En), and is used when no other selection fits.

subject - Type in the email subject line, for example, "Confirm registration and set password".

body - Type in the email body in HTML. This field supports custom tokens from the language module, and also the following local tokens: {FIRSTNAME} {LASTNAME} {TITLE} {COMPANY} {COUNTRY} {EMAIL} {QRCODE}



You can use an HTML editor of your choice, such as [Create a New Pen](#) or [W3Schools online HTML editor](#).

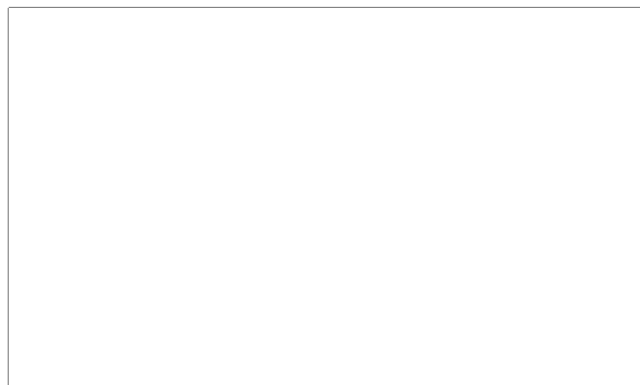
bodyAsText - This is for **calendar invites** only. This field contains the plain text that appears in the calendar invite itself. Tokens can still be used.



Do not use HTML in the **bodyAsText** field. Some calendar apps don't support HTML and will show the raw code to users. Be sure to use plain text only.

bodyAsText

Used for the calendar invites only. This field is used in the body of the calendar invites. Text should be entered without any HTML. See module description for full list of supported tokens.



The [siteRegistration module](#) is further configured to support this type of invitation.

iCalTitle - This field is used for calendar invites only. It defines the title that appears on the calendar (e.g., "Make sure to join the event on {date}!"). This content is visible in the calendar app, but not in the email. Enter plain text only - no HTML.

<p> {EVENTSTARTDATE} {EVENTTIMEZONE}, thanks for registering! <div><td><tr><tr><td style="padding-bottom:16px;vertical-align:top; color:#000000; font-size:16px; line-height:21px; text-align:left; font-family:Roboto,arial,Helvetica,sans-serif;font-weight:400;"> <div class="ep-emailBody"> <p>Hi {FIRSTNAME},</p><p>You have registered to {EVENTNAME}. We can't wait to see you participating in our valuable sessions and meet our inspiring speakers.</p><p>We look forward to seeing you on {EVENTSTARTDATE} {EVENTTIMEZONE}.</p><p>Want to explore more? Once you're logged in, visit the event site, it's all set and ready for you.</p></div></td></tr><tr><td <div class="ep-emailButton"><!--[[if mso]]> <v:rect xmlns:v="urn:schemas-microsoft-com:vml" href="{MAGICLINK}" style="v-text-anchor: </p>	<p> {EVENTSTARTDATE} {EVENTTIMEZONE}, thanks for registering! <div><td><tr><tr><td style="padding-bottom:16px;vertical-align:top; color:#000000; font-size:16px; line-height:21px; text-align:left; font-family:Roboto,arial,Helvetica,sans-serif;font-weight:400;"> <div class="ep-emailBody"> <p>Hi {FIRSTNAME},</p><p>You have registered to {EVENTNAME}. We can't wait to see you participating in our valuable sessions and meet our inspiring speakers.</p><p>We look forward to seeing you on {EVENTSTARTDATE} {EVENTTIMEZONE}.</p><p>Want to explore more? Once you're logged in, visit the event site, it's all set and ready for you.</p></div></td></tr><tr><td <div class="ep-emailButton"><!--[[if mso]]> <v:rect xmlns:v="urn:schemas-microsoft-com:vml" href="{MAGICLINK}" style="v-text-anchor: </p>
<p>bodyAsText</p>	<p>Used for the calendar invites only. This field is used in the body of the calendar invites. Text should be entered without any HTML. See module description for full list of supported tokens.</p>
<p>iCalTitle</p>	<p>Used for the calendar invites only. This field is used in the title of the calendar invites. Text should be entered without any HTML. See module description for full list of supported tokens.</p>

- To enable the “Send by email” calendar option for users, configure the [iCalendar module](#) and select the relevant email template.
- To learn how to customize the calendar download, check out the [icalendar module](#).

3. Click **Save**.

HTML examples used in the body of the email

Confirm registration and set password

Hi {FIRSTNAME} {LASTNAME}

Click on the [following link](#) to confirm your account registration and to set your password.

Thank you!

Registration complete

Hi {FIRSTNAME} {LASTNAME}

Thank you for registering for the session.

Please log into the [session](#)



Thanks!

Reset your password

Please [click here](#) to reset your password

Please note: This link will expire after 30 minutes.

Reset password confirmation

Hi {FIRSTNAME} {LASTNAME}

Your password has been reset

Please login to the [KMS](#)

Thanks!