

EmailTemplates module

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 This article is designated for administrators.

About

Use this module to set up email templates that will be sent out according to different module settings. The templates created here can be used in the registration modules, the [iCalendar module](#), and the RSVP module for customizing emails sent post registration, when users click the '**Add to calendar**' button, and more.

All emails support the following tokens: {FIRSTNAME} {LASTNAME} {COMPANY} {COUNTRY} {EMAIL} {QRCODE}. To add a template for each language, click **+addRegistrationTemplate**.



If you are using the [emailLogin module](#), you can use **{MAGICLINK}** or **{SESSIONSMAGICLINK}** as an authentication link to the site. You can also use **{MAGICLINK}&ref=[relative path]** to direct users to a specific page after login.

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
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- EmailTemplates**
- Gallery
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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: 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

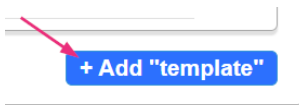
languageCode: The template language code. Default is En, used when no other selection fit.

subject: 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}&ret={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](#).

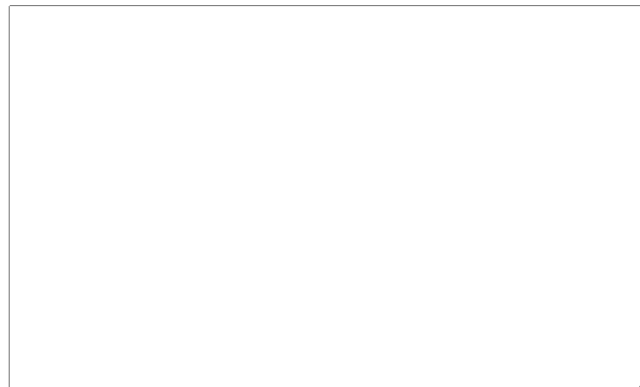
bodyAsText - This is for **calendar invites** only. This field contains the plain text that appears in the calendar invite itself. Tokens can still be used.



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.

```

family: Roboto, Arial, Helvetica, sans-serif; font-weight: 400; / <div class="ep-
emailTitle">{FIRSTNAME}, thanks for registering!</div></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:

```

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.

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iCalTitle 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.

[Add "Localized Template"](#)



To learn how to customize the calendar download, check out the [i calendar 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!