

Configure post-event emails

Last Modified on 12/23/2025 4:15 pm IST

 This article is designated for administrators.

About

Post-event emails allow you to send a separate set of automated messages to all users specifically after an event ends. The following steps will guide you through creating your templates and enabling these fields.

Set up post-event emails

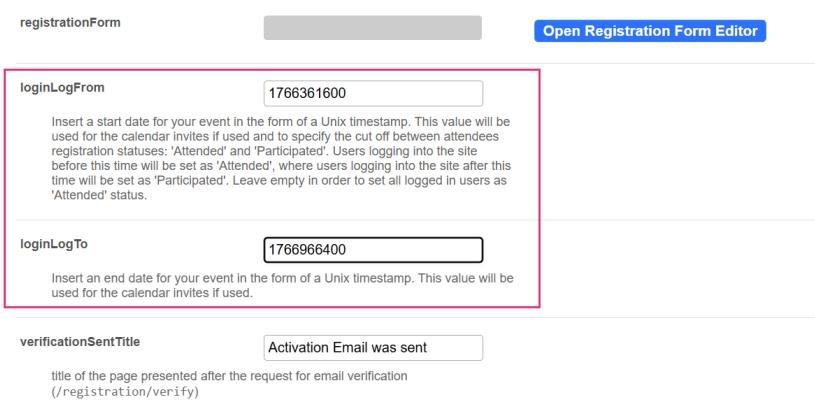
Step 1: Create post-event email templates

Post-event emails use standard email templates. You can create the templates you want to use for post-event messaging in the [Emailtemplates module](#).

Step 2: Set the event start and end time

Post-event emails are triggered based on the event end time and the times are configured in the [BaseSiteRegistration module](#).

1. Open the [BaseSiteRegistration module](#).
2. Populate the following fields:
 - o **loginLogFrom** – defines event start time
 - o **loginLogTo** – defines event end time



registrationForm [Open Registration Form Editor](#)

loginLogFrom Insert a start date for your event in the form of a Unix timestamp. This value will be used for the calendar invites if used and to specify the cut off between attendees registration statuses: 'Attended' and 'Participated'. Users logging into the site before this time will be set as 'Attended', where users logging into the site after this time will be set as 'Participated'. Leave empty in order to set all logged in users as 'Attended' status.

loginLogTo Insert an end date for your event in the form of a Unix timestamp. This value will be used for the calendar invites if used.

verificationSentTitle title of the page presented after the request for email verification (/registration/verify)

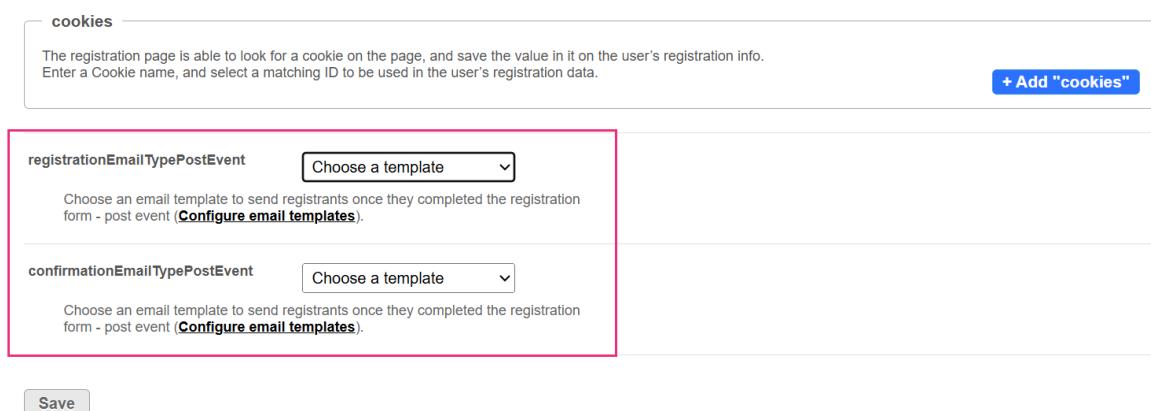
3. Save your changes.

Once you have done this step, all the post-event email fields become visible in the relevant modules.

Step 3: Configure emails sent after users complete registration

Use this step to configure emails sent after users complete registration, which is done in the [SiteRegistration module](#).

1. Open the [SiteRegistration module](#).
2. Locate the following post-event email fields and select the email templates to use after the event ends:
 - **registrationEmailTypePostEvent** – email sent after a user completes registration, once the event has ended
 - **confirmationEmailTypePostEvent** – email sent after registration confirmation, once the event has ended



cookies

The registration page is able to look for a cookie on the page, and save the value in it on the user's registration info. Enter a Cookie name, and select a matching ID to be used in the user's registration data. [+ Add "cookies"](#)

registrationEmailTypePostEvent Choose a template

Choose an email template to send registrants once they completed the registration form - post event. [Configure email templates](#).

confirmationEmailTypePostEvent Choose a template

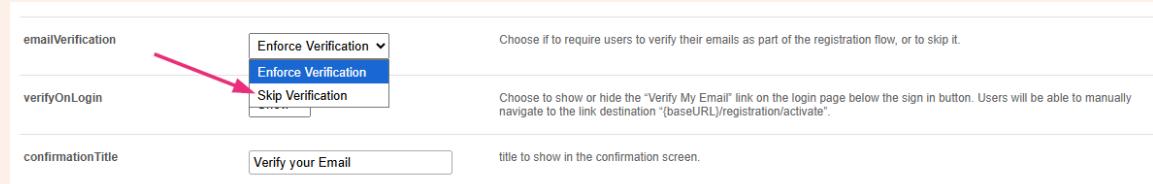
Choose an email template to send registrants once they completed the registration form - post event. [Configure email templates](#).

Save

- 3. Save your changes.



Please note that if you are using 'Skip verification', only **confirmationEmailTypePostEvent** is sent.



emailVerification

Choose if to require users to verify their emails as part of the registration flow, or to skip it.

verifyOnLogin

Choose to show or hide the "Verify My Email" link on the login page below the sign in button. Users will be able to manually navigate to the link destination "(baseURL)/registration/activate".

confirmationTitle

title to show in the confirmation screen.

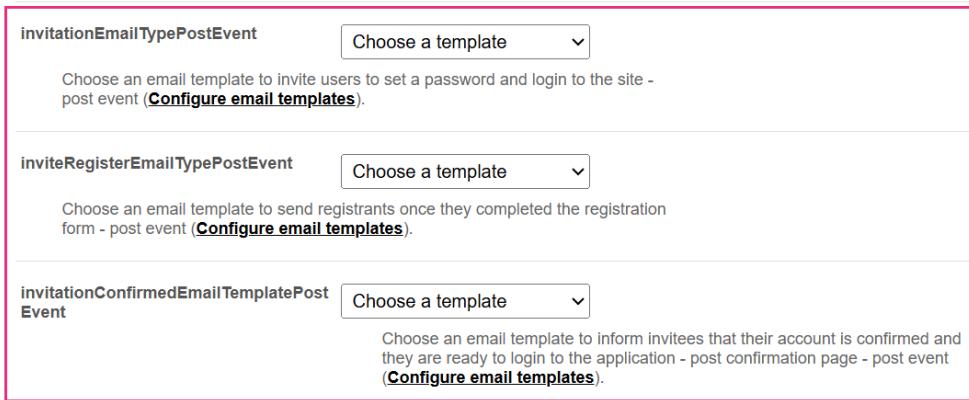
Configure post-event emails for additional flows

Select post-event emails for invited users

Use this configuration only if you invite users manually using the [InviteUsers module](#).

1. Open the [InviteUsers module](#).

2. Locate the following post-event email fields and select the templates to use for each field:



invitationEmailTypePostEvent Choose an email template to invite users to set a password and login to the site - post event ([Configure email templates](#)).

inviteRegisterEmailTypePostEvent Choose an email template to send registrants once they completed the registration form - post event ([Configure email templates](#)).

invitationConfirmedEmailTemplatePostEvent Choose an email template to inform invitees that their account is confirmed and they are ready to login to the application - post confirmation page - post event ([Configure email templates](#)).

- **invitationEmailTypePostEvent** - email sent to invite users to set a password and log in after the event
- **inviteRegisterEmailTypePostEvent** - email sent after invited users complete registration, once the event has ended
- **invitationConfirmedEmailTemplatePostEvent** - email sent after an invited user's account is confirmed, once the event has ended

3. Save your changes.



If post-event fields are left empty, the standard invitation emails are used.

Webhook registration

If you use webhook-based registration flows, you can also configure post-event emails for those users.

1. Open the [WebhookSiteRegistration](#) module.
2. Locate the following post-event email fields and select the templates to use for each field:



webhookEmailType	Send email only	Choose to send an email or a calendar invitation post registration as the invitation email to the user. Once selected, make sure to choose the email template to use from the fields below. Note: to use calendar invitation, the loginLogFrom field must be filled.
webhookSetPassEmailTemplate	Choose a template	Choose a template for the initial email asking the user to setup their password for the application.
webhookConfirmedEmailTemplate	Choose a template	Choose a template for post confirmation email letting the users know that their account is all confirmed and ready to login to the application.
webhookSetPassEmailTemplatePostEvent	Choose a template	Choose a template for the initial email asking the user to setup their password for the application - post event Configure email templates
webhookConfirmedEmailTemplatePostEvent	Choose a template	Choose a template for post confirmation email letting the users know that their account is all confirmed and ready to login to the application - post event Configure email templates .

Save

- **webhookSetPassEmailTemplatePostEvent** - email asking users to set a password after the event
- **webhookConfirmedEmailTemplatePostEvent** - confirmation email sent after the event
- 3. Save your changes.