








# Eventact

## Create a new message

To create a new message, click on "**Messages**" in the registration module toolbar. 

On the opened page we can see a **table** with our message templates. We can use the predefined one or create a new message by clicking on

[+ Add message](#)

Registration messages		
	<a href="#">Automation</a>	<a href="#">+ Add message</a>
Title ↓	Update date	Actions
Registration for Event 1	August 21, 2022	  
Registration submission Event 1		  

# Eventact

After clicking we will have the possibility to select the message language-

then we can choose if we want to use one of the predefined templates to create one from scratch.





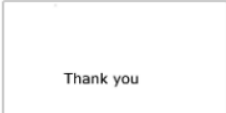

### Create a new message

[Back](#) English English French

[Start from scratch](#)

Or select a message template to start with

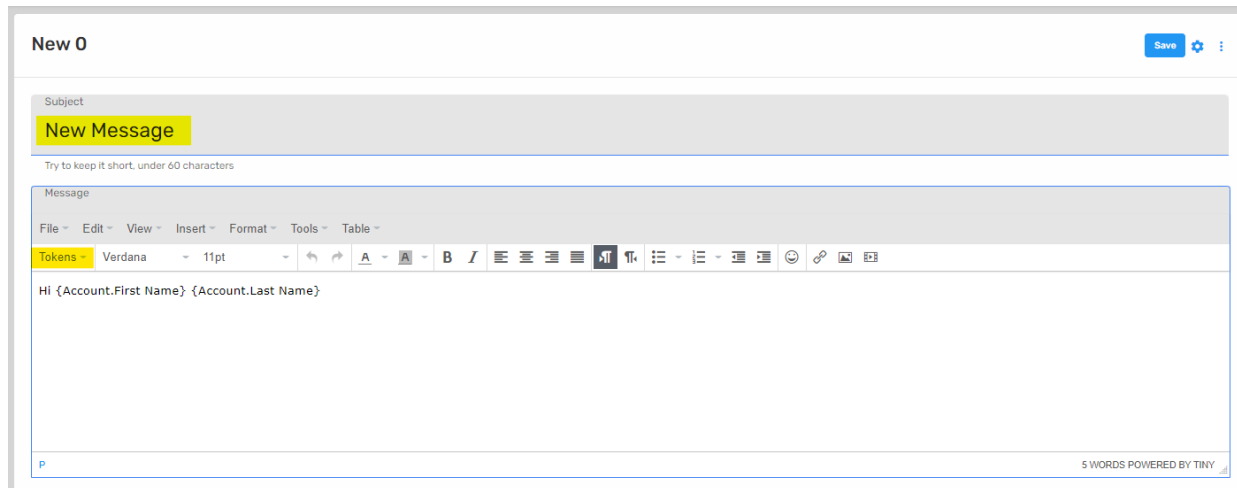
#### Choose template

Registration for Event 1 (Submitted)	Registration submission Event 1 (Pending Approval)	Reminder for Event 1 (Reminder)	RSVP LINK
<a href="#">Preview</a>	<a href="#">Preview</a>	<a href="#">Preview</a>	<a href="#">Preview</a>
General template (Empty)	Save the Date (Invitation)	RSVP (Invitation)	
			
<a href="#">Preview</a>	<a href="#">Preview</a>	<a href="#">Preview</a>	
RSVP - formal (Invitation)	Thank you for registration with ticket (Invitation)	Simple layout (Pending Approval, Submitted, Empty)	
			
RSVP	Thank you		

# Eventact

Then we can edit the message to our liking:

1. Edit the message subject
  2. Edit the message body
  3. Adding tokens that will pull the data that was written/chosen by the registrant.
- if you need guidance regarding tokens you can refer to the article [What are Tokens?](#)



The screenshot shows the 'New Message' editor in Eventact. At the top left, it says 'New 0' and at the top right, there is a 'Save' button with a refresh icon and a menu icon. Below this is a 'Subject' field containing the text 'New Message'. Underneath the subject field is a note: 'Try to keep it short, under 60 characters'. The main editing area is titled 'Message' and features a rich text editor toolbar with options for 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The toolbar includes icons for undo, redo, text color, background color, bold, italic, strikethrough, link, unlink, list, and image. The message body contains the text 'Hi {Account.First Name} {Account.Last Name}'. At the bottom right of the editor, it says '5 WORDS POWERED BY TINY'.