
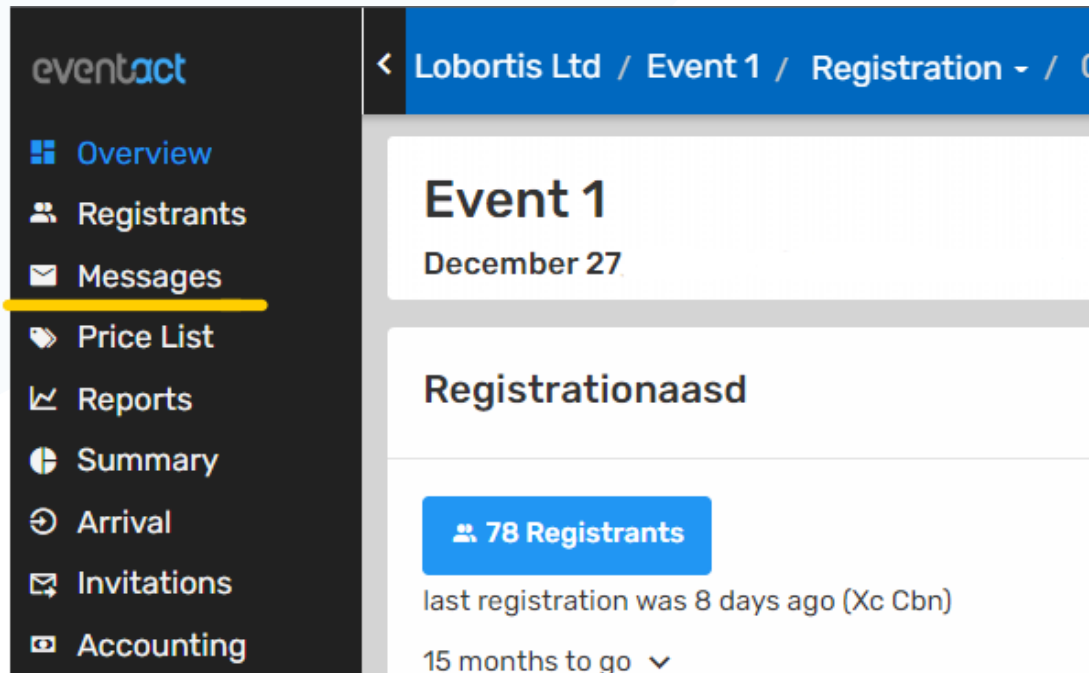


Eventact

Sending Messages to Registrants


To send a message to registrants we first need to create a message. We do so by clicking on "**Messages**" in the registration module toolbar. 

To learn how to create messages you can refer to the article [Create a new message](#)



The screenshot displays the Eventact user interface. On the left is a dark sidebar with the 'eventact' logo and a list of navigation items: Overview, Registrants, Messages (highlighted with a yellow bar), Price List, Reports, Summary, Arrival, Invitations, and Accounting. The main content area has a blue header with a breadcrumb trail: 'Lobortis Ltd / Event 1 / Registration'. Below this, the 'Event 1' section shows the date 'December 27'. The 'Registrations' section features a blue button labeled '78 Registrants', followed by the text 'last registration was 8 days ago (Xc Cbn)' and '15 months to go' with a dropdown arrow.

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Next, we'll navigate to our registrant's view by clicking on "**Registrants**" in the registration module toolbar. 

Mark the registrants who should receive the message, or click "**Select All**" to mark all registrants in the active report.

After marking the recipients, click on "**Bulk Actions**" and "**Quick Send**" and choose the message template to be sent. The message was sent successfully.

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The screenshot shows the Eventact interface with a list of registrants. At the top, there are buttons for "4 Selected", "Select all", "Deselect all", and "Bulk actions". The "Bulk actions" menu is open, showing various options. The "Quick Send" option is highlighted with a red box. A preview of the message content is shown below the menu.

Index	E-mail	Name	Registration Date	Re
<input checked="" type="checkbox"/>	1	anna@gmail.com	02/05/2016 14:27	16
<input checked="" type="checkbox"/>	2	yael@hotmail.com	02/05/2016 14:28	16
<input checked="" type="checkbox"/>	3	livnat@gmail.com	02/05/2016 14:30	16
<input checked="" type="checkbox"/>	4	gadi@mailzone.com	02/05/2016 14:34	16
<input type="checkbox"/>	5	judith@gmail.com	02/05/2016 14:35	16
<input type="checkbox"/>	6	yitschak@yahoo.com	02/05/2016 14:35	16
<input type="checkbox"/>	7	alon@aa.com	02/05/2016 14:39	16
<input type="checkbox"/>	8	shelly@sandisk.com		16
<input type="checkbox"/>	9	linoy@walla.co.il		16

- Set status
- Remove status
- Download
- Charge...
- Generate Invoice...
- Delete
- Delete credit card
- Recalculate
- Multi change...
- Send message...
- Pay for...
- Group relation...
- Share room...
- Print badges/vouchers...
- Quick Send**
- Quick send to Unsent

Registration Confirmation
Reminder

It is also possible to click on "**Send a message...**" instead of "**Quick send**" and then a preview of the message will be displayed before sending. This option is recommended when first sending messages to multiple registrants.