SYSTEM EMAILS

We have standard emails that send out for the following occasions. (see list below).

*You are able to customize these emails for $25 per email fee.

You can change these per your *client-level* AKA all of your future events or per *event*, depending on the need.

Each email will have your "email header" and will pull the correct information (name, event, date, etc)

*You can add your own payment disclaimer to the emails for no charge.

- FUNDRAISER/GUEST CHECK-IN
- PROFILE PICTURE UPDATE
- RECEIPT
- PLEDGE CONFIRMATION
- PLEDGE REMINDER
- FUNDRAISER CONFIRMATION
- TICKET CONFIRMATION
- HOST REGISTRATION INFO (TABLE OR TEAM)
- DECLINED INVITE (TO GUEST)
- INVITATION TO GUEST FROM THE HOST (TABLE OR TEAM)
- HOST NOTIFICATION OF DECLINED INVITE (TABLE OR TEAM)
- COMP TICKETS
- HOST MODIFICATION (TABLE OR TEAM) ??

SYSTEM EMAILS

1. FUNDRAISER CHECK-IN EMAIL

WHEN A GUEST CHECKS INTO AN EVENT ON OUR IPAD APP

TIPS:
*Train your volunteers to inform guests of this email. The standard emails welcome guests to the event and provide their personal fundraising page link from which they can donate and/or share to their network to continue fundraising.
*Customize this email to provide guests with helpful information of the venue, schedule, etc.
*Utilize this for outdoor events and eliminate extra paper!

SUBJECT:

Thanks *|fundraiserFirstName|* for Checking In to *|eventName|*

STANDARD EMAIL BODY:

|fundraisername|,
Welcome to *|eventname|*, you look great!

Now that you're here, let everyone know...
Share your page on social media and encourage donations! Just because some of your friends couldn't make it to the fun, doesn't mean they can't participate!
Bonus points: when someone donates through your page, you get credit!
And it's a good deed, so you'll feel better about yourself afterward.
We call that a win-win!

|LINK|

Now go on, and spread the good news that is *|eventbeneficiaryname|*! You know you want to.
Just sharing your page can make a difference and multiply your impact.
Sharing your page = spreading awareness.

P.S. Be sure to use #*|eventhashtag|* in your posts!

SYSTEM EMAILS

2. UPDATE YOUR PROFILE PICTURE EMAIL

WHEN A FUNDRAISER IS UPDATING THEIR PERSONAL FUNDRAISING PAGE WITH FACEBOOK

TIP: This one is pretty straightforward. If it ain't broke, don't fix it.

SUBJECT LINE:
|fundraiserFirstName|, *You'll Need This to Update Your Profile*

STANDARD EMAIL BODY:

|fundraiserfirstName|,

Let's kick it up a notch!

To update your personal fundraising page with your (amazing) Facebook profile picture, click here:

UPDATE MY PICTURE

This link is only valid for one attempt.
Once completed, your photo will appear on the event home page

Thank you,

|eventName|
|eventurl|

SYSTEM EMAILS

3. RECEIPT

WHEN SOMEONE PURCHASES A TICKET / TABLE / TEAM

TIP: A receipt will not generate if the ticket, table, or team is free!

SUBJECT LINE:

*Your Receipt to *|eventName|**

STANDARD EMAIL BODY:

You're awesome. Why? Because you support *|eventName|*!

ticket

This is your receipt confirming you purchased *|transactionquantity|* ticket(s) for *|transactionamount|*. Ticket(s) are sent in a separate email, so keep your eyes peeled and we'll see you there.

OR

table or team

This is your receipt confirming you purchased a *|tabletype|* for *|transactionamount|*. Instructions for inviting guests to your *|tabletype|* are sent in a separate email. Keep your eyes peeled for it and get ready to invite.

Your billing address:
|transactionAddress|

Thank you!

SYSTEM EMAILS

4. PLEGE CONFIRMATION

WHEN SOMEONE MAKES A PLEDGE TO YOUR EVENT

TIP: During your event, we often turn the "donation" button to a "pledge" button. This allows your guests to quickly make a pledge and commitment without pulling out their credit cards at your event!

SUBJECT LINE:
*Thanks for Pledging Support to *|eventbeneficiaryName|**

STANDARD EMAIL BODY:

|transactionfirstname|,

You're blowing my mind right now.
Thank you for supporting *|eventName|*!

This is confirmation of a pledge you made for *|transactionAmount|*. Don't worry, you can keep partying and pay up later. Just click the button below or go to this link when you're ready: *|fulfillmenturl|*.

FULFILL YOUR PLEDGE

|payment_disclaimer|

SYSTEM EMAILS

5. PLEGE REMINDER

WHEN YOU NEED TO REMIND YOUR GUESTS OF THEIR PLEDGE

TIP: We can send these mass reminders out for you after you event!

SUBJECT LINE:
Uh Oh! Did you forget you promised to support *|eventbeneficiaryName|*

STANDARD EMAIL BODY:

|transactionfirstname|,

How are things?
Thanks again for supporting *|eventName|*!

This is a friendly reminder that you're amazing and made a pledge of
|transactionAmount|. To fulfill your pledge, please go to this link:

FULFILL YOUR PLEDGE

SYSTEM EMAILS

6. FUNDRAISER CONFIRMATION

WHEN YOU USE THE "BECOME A FUNDRAISER" BUTTON

TIP: If you are using the platform for an online campaign, this is a great way to get your mission across!

SUBJECT LINE:
Thanks for Registering to *|eventName|*

STANDARD EMAIL BODY:

|fundraiserfirstname|,

Way to go, you are now a fundraiser for *|eventname|*!

This is a pretty big deal.
Now you can start spreading the good news that is *|eventbeneficiaryname|*!
Be sure to check out and share your personal fundraising page and start telling your friends! (Hey, even those who aren't your friends. We won't tell.)
Remember, peer to peer starts here. Just sharing your page can make a difference and multiply your impact.

EVENTURL.SWELLGIVES.COM/USER/**FIRSTNAME.LASTNAME**

P.S. Every time someone clicks on your page, you get social points! Now go on and #GetToTheTop!

SYSTEM EMAILS

7. TICKET CONFIRMATION

THE EMAIL THAT YOUR GUESTS RECEIVE WITH THEIR TICKET

TIP: If using the iPad app, your guests will not be required to have printed tickets! If you are just using the platform to sell tickets and do not want to utilize the fundraising pages, you can remove it from this email!

SUBJECT LINE:
*Here is your ticket to *|eventName|**

STANDARD EMAIL BODY:

|fundraiserfirstname|,

Way to go, you are now confirmed to attend *|eventname|*!
Your ticket is attached and we'll see you on *|eventdate|*.

Be sure to check out and share your personal fundraising page and start telling your friends about *|eventbeneficiaryname|*! Remember, peer to peer starts here! Just sharing your page can make a difference and multiply your impact.

EVENTURL.SWELLGIVES.COM/USER/**FIRSTNAME.LASTNAME**

P.S. Every time someone clicks on your page, you get social points! Now go on and #GetToTheTop!

TICKET { YOUR TICKET WILL BE ATTACHED TO THIS EMAIL AS A PDF }

SYSTEM EMAILS

8. TABLE / TEAM CONFIRMATION EMAIL

YOUR TABLE HOST / TEAM CAPTAIN WILL RECEIVE THIS EMAIL AFTER PURCHASING OR SIGNING UP FOR A TABLE/TEAM

TIP: "Table Type" will show up as your table or team type. Example: cook team

SUBJECT LINE:
You've bought a *|tableType|*. Now start inviting!

STANDARD EMAIL BODY:

Dear *|tablehostfirstname|*,

Thank you for hosting a *|tabletype|* to support *|eventbeneficiaryname|* High-five!

....Now what? You can name your *|tabletype|* and invite your guests! It's easy, we promise. All you need is their names and email addresses.

|TABLEREGISTRATIONURL|

Two infographics will be attached to this email with instructions

SYSTEM EMAILS

9. DECLINE EMAIL (TO GUEST)

THIS WILL BE SENT TO THE GUEST WHO DECLINES THE HOSTS/CAPTAINS INVITATION

TIP: You may want to edit this email if you are not using the "become a fundraiser" button.

SUBJECT LINE:
*I was hoping to see you at *|eventname|**

STANDARD EMAIL BODY:

|tableguestfirstName|,
It just won't be the same without you!

But WAIT. . .
Become a Fundraiser to join us in spirit! Donate now and share it with your friends, we know you're pretty popular. Oh, and any donation you make below will be credited to our *|tabletype|*!

DONATE NOW

Thank you for responding and you will be missed!

Sincerely,

|tableHostName|

SYSTEM EMAILS

10. GUEST INVITATION

THIS WILL BE SENT TO THE GUESTS FROM THE TABLE HOST OR TEAM CAPTAIN TO PARTICIPATE

TIP: Table language will not show for teams

SUBJECT LINE:
*Hey! *|tablehostfirstname|* invited you to *|eventname|*. Please say you are going.*

STANDARD EMAIL BODY:
Dear *|tableguestfirstname|*,

SAVE THE DATE!
|eventName|
|eventdate| *|eventVENUEname|*

I am hosting a *|tableType|* to support *|eventbeneficiaryname|* and invite you to join me. I'm only inviting the best of the best... which means you, of course!

Please confirm your invitation below.
You won't want to miss it!

CONFIRM

If you are unable to attend, please decline.
P.S. We'll miss you!

DECLINE

I hope to see you there!

Sincerely,
|tableHostName|

SYSTEM EMAILS

11. DASHBOARD VERIFICATION EMAIL
THIS IS AN INTERNAL SWELL EMAIL

12. DECLINED INVITE NOTIFICATION
THIS WILL BE SENT TO THE TABLE HOST OR TEAM CAPTAIN WHEN SOMEONE DECLINES THE INVITATION TO PARTICIPATE

TIP: Table language will not show for teams

SUBJECT LINE:
Your guest, *|tableguestfirstname|*, declined your invitation.

STANDARD EMAIL BODY:

We are sorry to say that *|tableguestfirstName|* *|tableguestlastName|* declined your invitation to *|eventName|*.

Click the button below to invite another guest, you've got the room.

INVITE ANOTHER GUEST

13. DASHBOARD PASSWORD RESET EMAIL
THIS IS AN INTERNAL SWELL EMAIL

SYSTEM EMAILS

14. COMP TICKET EMAIL

THIS WILL BE SENT TO THE CONTACT INFO YOU ADD IN THE COMP TICKETS SECTION OF THE DASHBOARD

TIP: If you use this feature to send out a lot of individual comp tickets (to special guests or donors) you may want to edit this to your needs.

SUBJECT LINE:
Hey. Did you know you have FREE tickets to *|eventName|*

STANDARD EMAIL BODY:

|promotionfirstName|,

We can't wait to see you soon at *|eventName|*!

Because we appreciate you so...
Here is a link for you to redeem your *|promotionquantity|* complimentary ticket(s)!
It's easy, we promise!

CHECKOUT.SWELLGIVES.COM/EVENTURL/COMP-TICKETS/**PROMOCODE**

1. If this link is just for you...
You must be pretty special. And all you need to do is fill it out the information and your ticket will be emailed to you!

2. If this is for a group/an office...
You can forward this email
OR instead of emailing everyone to come to your office and grab their tickets, you can say follow this link to get your own ticket(s)! Ta-Da! Now you can finally get some peace and quiet around here, amiright?

This will speed up the event check-in and we will know who to expect.

Thanks!
|clientName|

SYSTEM EMAILS

17. DONATION RECEIPT

WHEN SOMEONE DONATES THROUGH YOUR SITE

TIP: These are pretty straightforward, but if you want to add more about your cause or what proceeds from a specific event go to...this is your email!

SUBJECT LINE:
*Thanks for supporting *|eventbeneficiaryname|**

STANDARD EMAIL BODY:

|transactionfirstName|,

You're. The. Best.

Thank you for supporting *|eventName|*! This is your receipt confirming your donation of *|transactionamount|*.

Your billing address:
|transactionAddress|

Thank you!
P.S. Now that you've done your part, ask others to give! #goodkarma

|payment_disclaimer|