

Can I email all the participants of an event?

Last Modified on 08/30/2022 1:53 pm EDT

Locate the event's specific date / time. Use the **Email Event Enrollment** button to email an event's attendees.

Event: Parent's Night Out 2/22/2019 6:00pm

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Summary **Enrollment** Questions/Options

Event Type [Parent's Night Out](#)

Location EDU Room

Date*

Start Time End Time

When you select **Email Event Enrollment**, Jackrabbit's email editor will open. Enter a subject and your email message, then choose who to send the message to (choose from a combination of Contacts, Students, and/or Staff).

In the *Preview* window, clear the checkbox for any recipient you want to take off the message. You can opt to send the message immediately, or you can schedule it to be sent at a later date/time.
