

## Cvent | Event & Session Emails [1]

March 14, 2018 by [Melanie Jones](#) [2]

Design an email template, drop in data tags, and send it once. With event emails everyone on the invitation list will receive a personalized copy, like it was written just for them.

Hosting sessions? Rather than troubling everyone on your invitation list, distribute the webinar info, send a reminder to bring questions for the panelists, or announce that the room has changed to only those who registered for an optional session.

[Recorded Webinar](#) [3]  
[Presentation](#) [4]

### Related Articles

- [Event Planner Email Address](#) [5]
- [Consider Accessibility](#) [6]

You must be logged into Cvent to access the resources below:

- [Creating an Event Email](#) [7]
- [Manually Sending Event Emails](#) [8]
- [Creating Session Emails](#) [9]
- [Using Data Tags in Event](#) [10]
- [Confirming Emails Were Delivered](#) [11]

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### Send email when Published:

No

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**Source URL:** <https://www.cu.edu/blog/ecomm-wiki/cvent-event-session-emails>

### Links

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[2] <https://www.cu.edu/blog/ecomm-wiki/author/39>

[3] <https://attendee.gotowebinar.com/recording/7367946554354472707>

[4]

[https://docs.google.com/presentation/d/1xXuMO2MDZyZvEBiQknETOadv\\_jObk62VIS1F852hrqw/edit?usp=sharing](https://docs.google.com/presentation/d/1xXuMO2MDZyZvEBiQknETOadv_jObk62VIS1F852hrqw/edit?usp=sharing)

[5] <https://www.cu.edu/blog/ecomm-wiki/cvent-event-planner-email-address>

[6] <https://www.cu.edu/blog/ecomm-wiki/consider-accessibility>

[7]

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[8] <https://support.cvent.com/apex/CommunityArticle?id=000002322>

[9]

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