

Cvent, Standard | Creating and Sending Emails ^[1]

December 1, 2016 by [Melanie Jones](#) ^[2]

DISREGARD THE FIRST 5 MIN 45 SEC OF THE VIDEO. THIS INFORMATION IS IRRELEVANT TO CU. [LEARN WHY](#) ^[3]

[Tutorial](#) ^[4]?

New to Cvent? Check out [this video](#) ^[4] (DISREGARD THE FIRST 5 MIN 45 SEC OF THE VIDEO) to learn how to create and send post-registration communications to your registrants via Cvent.

Review the purpose of each email template you should use during the lifecycle of your event, including:

1. post-registration communications
2. declined registration emails?
3. post-event emails.

Also, learn how to customize the emails and implement emailing best practices. Finally, determine which Event Email alerts will be most helpful for you to receive for your event.

For additional information on Cvent, [join a live training session](#) ^[5], hosted by the Cvent experts.

Related Content

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- [Does my Cvent email need to have an unsubscribe option?](#) ^[6]
- [Do my Cvent emails need to contain the Cvent footer and privacy policy?](#) ^[7]

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