SYSTEM EMAILS

These standard emails are sent out for the following occasions (see list below).
*You are able to customize these emails for $99 per event fee.
The emails can be changed for all of our events at once (*client-level)* or for individual events.
Each email will pull your email header image from the branding section fo the software and the correct event information (e.g. name, event, date, etc)
*You can add your own payment disclaimer to the emails for no charge.

- FUNDRAISER/GUEST CHECK-IN
- PROFILE PICTURE UPDATE
- PURCHASE 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
- DONATION RECEIPT

1. FUNDRAISER CHECK-IN EMAIL

WHEN A GUEST CHECKS INTO AN EVENT ON OUR IPAD APP

TIPS:
*Train your volunteers to inform guests about this email. It welcomes guests to the event and provides 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 about 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, be sure to let everyone know! You can use the link below to....
(1) Make a Gift
(2) Spread the Word

We are serious. There are many people just one click away that would join you to support this great cause. Email your link or share it online now. It's fun to accomplish big things together.

|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

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

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

SUBJECT LINE:

Thanks for your purchase supporting |eventName|

STANDARD EMAIL BODY:

|transactionfirstName|,

Thank you for supporting |eventName|!

We are so thankful for you.

ticket

This is your receipt confirming you purchased |number| ticket(s) for |$amount|. Ticket(s) are sent in a separate email to each attendee, so keep your eyes peeled and we'll see you there.

OR

table/team

This is your receipt confirming you purchased a |tabletype| for |$amount|. Instructions for inviting guests to your |tabletype| are sent in a separate email. Keep your eyes peeled and start inviting!

OR

sponsorship

This is your receipt confirming you purchased a sponsorship for |transactionamount|. We will follow up with you if additional information is required or if complimentary tickets are a part of this package.

Your billing address: |transactionAddress|

Thank you!

SYSTEM EMAILS

4. PLEDGE CONFIRMATION

WHEN SOMEONE MAKES A PLEDGE TO YOUR EVENT

SUBJECT LINE:

Thanks for Pledging Support to |eventbeneficiaryName|

STANDARD EMAIL BODY:

|transactionfirstname|,

Thank you for supporting |eventName|!

This is confirmation of a pledge you made for |transactionAmount|.

Don't worry, you can continue to enjoy the event and complete this gift later. Just click the button below or go to this link when you're ready: |fulfillmenturl|.

FULFILL YOUR PLEDGE

SYSTEM EMAILS

5. PLEDGE 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:
Thank you for supporting |eventName| by hosting a |tableType|. Invite your guests here.

STANDARD EMAIL BODY:

Dear |tablehostfirstname|,

Thank you for hosting a |tabletype| to support |eventbeneficiaryname|. Your commitment to our work makes a difference and we are so thankful.

What is next?

With the link below, please invite your guests to attend.

It's really easy and ensures that we can provide you and your guests with a seamless experience.

Simply click the link. Enter your guests' names and email address. Click Invite.

Please note, your guest email addresses will only be used by |eventbeneficiaryname|.

Thank you.

|TABLEREGISTRATIONURL|

A video explaining how to manage the table will be included here.

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:

We will miss 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|

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. 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

SYSTEM EMAILS

12. COMP TICKET EMAIL

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:
Please register your guests for |eventName|

STANDARD EMAIL BODY:

|firstName|,

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

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

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

1. If this link is just for you...
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. Instead of emailing everyone to come to your office to grab their tickets, let them know they can follow this link to get their own ticket(s)!

Thank you for sharing this link with your colleagues. This will speed up the event check-in process and ensure that we can create a wonderful experience for your guests.

Thanks!
|nonprofitName|

SYSTEM EMAILS

13. 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|,

Thank you for supporting |eventName|*!

This is your receipt confirming your donation of |transactionamount|.

Your billing address (if provided):
|transactionAddress|

Thank you!

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

|payment_disclaimer|