

## Email Communications to Webinar Registrants

The emails sent out to registrants will depend on whether you are using Zoom or another platform for registrations. If you are using Zoom, see 'How to set up a Webinar in Zoom' for details on how to configure the emails to registrants. If you are using a separate platform (eg Lil Reggie or Eventbrite) for registrations you can schedule emails to registrants as follows:

**1. At Registration** - Automatic email from registration platform – This can normally be amended as desired.

For example:

*Kia ora*

*You're booked for the webinar! You'll receive a link to join the event one day beforehand. Please add (communications@forexample.org.nz) to your email contacts and check your Junk Email folder if you do not receive the link.*

*We look forward to seeing you online.*

**2. One week before the webinar** – An email to acknowledge that the event is nearly here and to confirm when the link will be sent out.

For example:

*'Kia ora,*

*We are sending you this email because you've registered to attend the webinar (For Example) on (Wednesday 16<sup>th</sup> May at 11.00am NZ Time).*

*The day before the webinar, we will email you the link you will need to join the event.*

*Please note that this webinar will be broadcast on Zoom.*

*If you do not currently have Zoom installed on your device, you can either install it or view the webinar via your browser. Instructions for this will be sent before the webinar, but if you would like to read further information on Zoom now, please see [this link](#).*

*We look forward to seeing you at the webinar next Thursday.*

### 3. One day before the webinar – An email containing the link to the webinar.

For example:

*'Kia ora,*

*We're looking forward to seeing you online for our webinar on (Wednesday 16<sup>th</sup> May at 11.00am NZ Time).*

*The Webinar will be broadcast via Zoom. Please read the following information carefully:*

#### ***How to join the event:***

- *Join the event on Zoom using this link: <https://zoom.us/j/123456789>*
- *When you click on this link, Zoom will ask for your name and email address. Enter these and click 'OK'.*
- *If you do not have Zoom installed on your device, you will be prompted to download and install it. We recommend doing this in advance of the webinar as it may take a few minutes.*
- *If you do not have access to install Zoom on your device (due to restrictions at work for example), you can click on the link at the bottom of the window to 'Join from your browser'.*
- *For further information on Joining a Zoom Meeting, click [here](#).'*

### 4. A day or two after the Webinar – An email thanking registrants and containing a link to the recording.

For example:

*'Kia ora,*

*Thanks for joining us for the (For Example) webinar on Wednesday.*

*A recording of the webinar can now be accessed [here](#).*

*We hope that you'll join us for more webinars in 2020!'*