# Emailing Event Details

25Live allows you to email event details, including attachments, to contacts and outside email addresses.

## To Email Event Details

### 1. Navigate to or search for the event.

Use your favorites events section on the dashboard or search for the event, then click on the event name to go to its details view.

### 2. Select the Email Event Details option.

In the main Details section, use the **More Actions** button to select the **Email Event Details** option.
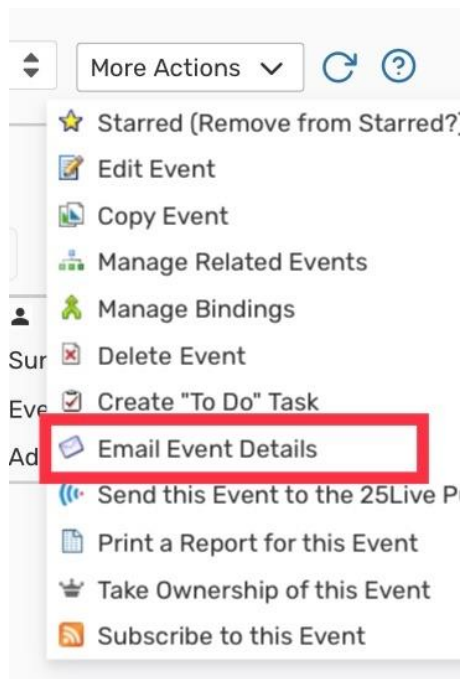


*Image: The Email Event Details option is in the More Actions menu.*

### 3. Complete the Related Recipients sections.

In the first sections of the dialog that are shown, check the boxes next to the event roles to add Related Recipients. You can add each role as the To, CC (carbon copy), or BCC (blind carbon copy/hidden).

*Image: You can add a variety of Recipients or type in outside email addresses.*

You can also type in Additional Recipients addresses separated by commas for individuals that are not in related event roles. You may use these fields to add any email address, including contacts outside of 25Live.

## 4. Optionally add attachments.

In this section, you have the option to check boxes to add a number of standard reports as PDF attachments, including event confirmation, invoice, iCal file, and more.

You may also upload files to attach to the email. We recommend not uploading files larger than 10 MB.



*Image: There are many attachment options as well as the ability to attach your own files.*

## 5. Optionally edit the Subject line and add body content.

You can edit the default email subject line that will be used. There is also an option to type custom text that will appear in the body of the email.

Image: The final fields to complete are for the subject and body of the email message.

**Tip: Including Event Details in Body of Message**

Below the Message Body field, you can check the **Include event details in body of message** checkbox. If checked, the event details will follow the custom, typed body content in the email.



Image: Event Details email with details in body of message.

## 6. Send the email.

Use the **Send** button to send the email.

After sending, you receive a browser alert informing you that the email sent successfully. If you chose to upload any large attachments, you may experience a delay before seeing the success message.