MICHIGAN STATE UNIVERSITY

ANR EVENT SERVICES
MICHIGAN STATE UNIVERSITY EXTENSION

Editing Event Confirmation Messages

(This document is not fully accessible. If you require an accessible document, please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Confirmation messages are generated automatically in Events Management System and are automatically sent to registrants after they complete all necessary forms. Confirmation messages **must** contain information regarding the date, time, and location of the program.

1. You may edit your confirmation message by clicking on Configure Registration Processes.
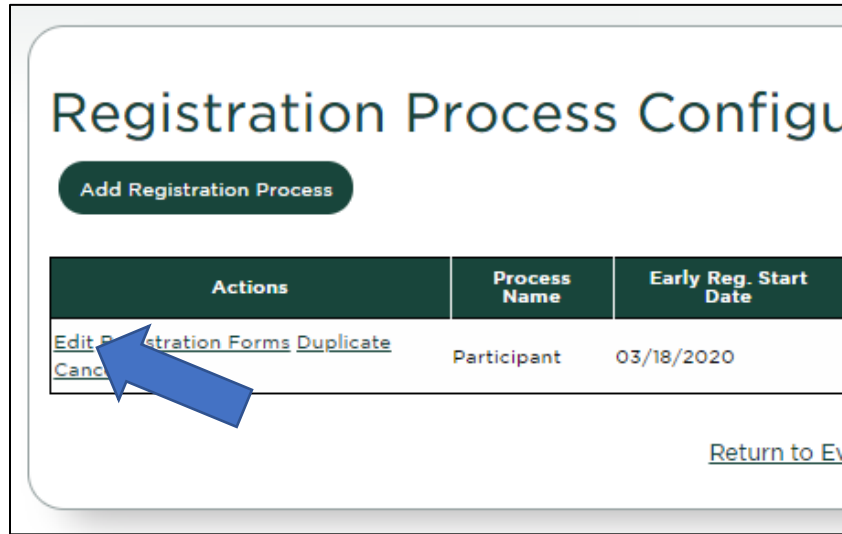

2. Then click on Edit.

3. Then navigate to the Look & Feel tab.
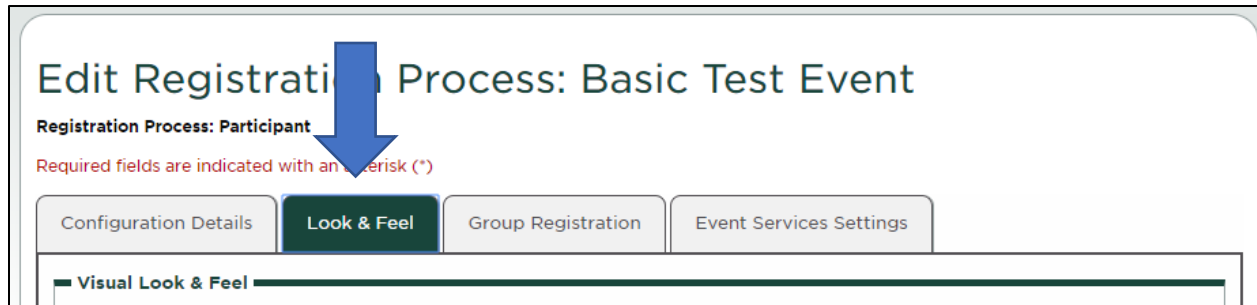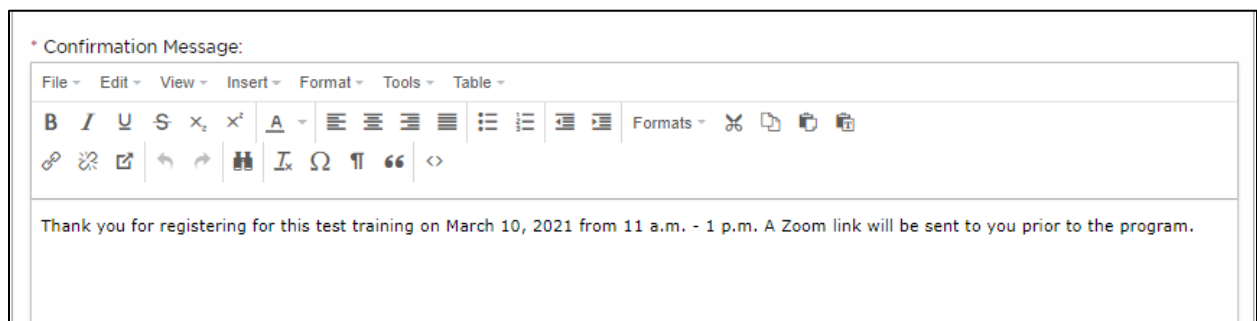

4. The confirmation message is at the bottom of this page. Make sure to include the registration date, time, and location.
    a. If you are using a virtual platform, you can either enter the connection information directly into the confirmation message or you can type a message indicating further instructions will be sent prior to the event, such as the image below:

5. Be sure to update your event after creating your confirmation message to save your work.