

Update Email Template

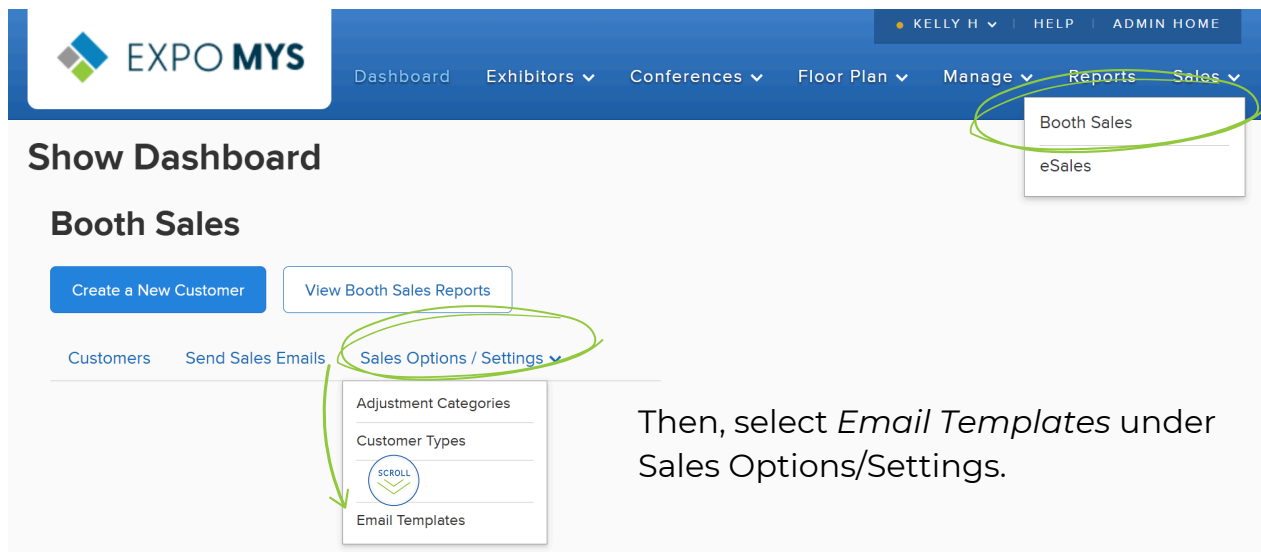
Approved Exhibitors with a Balance

We recommend updating the 'Approved Exhibitors with a Balance' email template to include a direct payment link. Replacing the Exhibitor Resource Center login link ensures exhibitors can make payments even if the ERC is not yet activated.

**This update is the default for new events; no further actions are needed.*

Access Email Templates

To access email templates, go to the *Sales* dropdown on the Show Dashboard and select *Booth Sales*.



The screenshot shows the EXPO MYS Show Dashboard. At the top, the navigation bar includes 'Dashboard', 'Exhibitors', 'Conferences', 'Floor Plan', 'Manage', 'Reports', and 'Sales'. The 'Sales' dropdown menu is open, showing 'Booth Sales' and 'eSales'. Below the navigation bar, the 'Booth Sales' section is visible, containing buttons for 'Create a New Customer' and 'View Booth Sales Reports'. Underneath, there are links for 'Customers', 'Send Sales Emails', and 'Sales Options / Settings'. The 'Sales Options / Settings' dropdown menu is open, showing 'Adjustment Categories', 'Customer Types', and 'Email Templates'. A green circle highlights the 'Email Templates' option, and a green arrow points to it from the 'Sales Options / Settings' dropdown.

Then, select *Email Templates* under *Sales Options/Settings*.

- 1 Use the search bar to find the 'Approved Exhibitors with a Balance' template. Click the email title to edit.

EMAIL SETTINGS

Showing 2 templates (filtered from 21 total templates) Search:

E-mail	Type	Description	Enabled	Published
Approved Exhibitors with a Balance	Payment	Sent when show mgt uses email functionality within the 'Mass Email - Confirmed Exhibitors with a Balance' report. <small>Template: MYS Default</small>	Yes	No (Publish)

- 2 Update the email text as needed and insert the [PAYMENTLINK] placeholder, which will automatically populate with recipient data when sent.

Email Subject: *

Source

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[CONTACTNAME],

Below is an account summary for your orders. To make a payment or download an invoice, please log on to the [SHOWNAME] Exhibitor Resource Center at [PAYMENTLINK].

[ACCOUNTSUMMARY]

Sincerely,
[SHOWNAME] Management

- 3 Click 'Update Template' at the bottom of the page to save your changes.