

How to communicate with event participants

Last Modified on 08/15/2026 10:19 pm EDT

Once people are registered, you will often need to send them information (reminders, parking details, schedule changes, thank-yous, etc.).

Typical approaches

1. Open the event and go to the participant list.
2. Use a bulk email or mail-merge feature if available, selecting the registered participants as the audience.
3. Choose or create an appropriate email template.
4. Preview and send.

You can also filter participants (for example, only those with a certain ticket type) before sending.

Common messages

- Registration confirmation
- Event reminder (1 week and/or 1 day before)
- Day-of logistics (parking, entrance, what to bring)
- Post-event thank you and follow-up survey

Clear, timely communication improves attendance and participant experience.
