

# Send Assignment or Confirmation Reminders

Last Modified on 03/04/2024 3:50 pm EST

Send reminders to encourage purchasers who have unassigned tickets to update their orders with the names of those attending or a reminder encouraging attendees who have yet to confirm their tickets to accept their invitation to attend.

## Watch a video

### Purchaser reminder

Send an email to encourage purchasers who have unassigned tickets to update their orders with the names of those attending.

### Assignment reminder

Remind all purchasers who still have unassigned tickets in their order, or select one or more purchasers to receive a reminder to update their order.

1. From the **Admin Navigation**, select **Tickets > Ticket Orders**.
2. Click 'Send Assignment Reminder' to send to all purchasers with unassigned tickets.
  - Check the box to the left of one or more purchasers to limit which purchasers will be reminded.

<input type="checkbox"/>	PURCHASER ↕	DATE ↕	ATTENDEES ↕	AMOUNT ↕	PAYMENT STATUS ↕
<input checked="" type="checkbox"/>	Kirsten Primozic	09-16-2021	1	\$105.05	Unpaid

3. Click 'Send'.

### Assignment reminder examples

- Email Only
  - [Assignment Reminder Email.png](#) 

### Attendee reminder

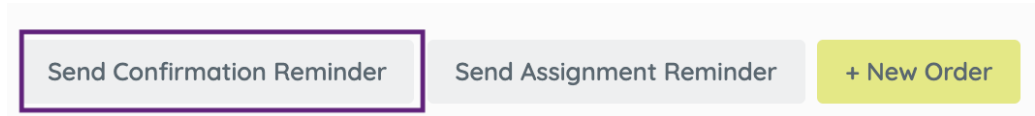
Send text messages and email reminders encouraging attendees who have yet to confirm their tickets to accept their invitation to attend.

### Confirmation reminder

Remind all attendees with a valid mobile number or email address, or select one or more orders to limit to attendees within selected orders to receive a reminder to update their order. Invitees confirm their ticket, answer ticket questions, complete registration, and can possibly add a credit card.

1. Click 'Send Confirmation Reminder'.

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- o Check the box to the left of one or more purchasers to limit the reminder to only attendees within the selected orders.

<input type="checkbox"/>	PURCHASER	DATE	ATTENDEES	AMOUNT	PAYMENT STATUS
<input checked="" type="checkbox"/>	Kirsten Primozic	09-16-2021	1	\$105.05	Unpaid

2. Click Send.

## Confirmation reminder examples

- Text:
  - o "Just a friendly reminder, you have a ticket to DISPLAY NAME. Confirm here PERSONAL TICKET URL"
- Email:
  - o [Confirmation\\_reminder\\_email\\_sample.png](#) 