**Changing the Default Confirmation message for your event**

1. From the event that you need to make changes to, go to the Event Setup tab and click Default Confirmation.

![Event Setup Tab](image)

2. In the Registration Confirmations screen, notice that each section of the Confirmation Text can contain combinations of plain text and codes specific to your event’s data (registration information surrounded by curly braces enclosed by angle brackets). Using event code data is a way to include confirmation information that are dynamically driven by registration information submitted by event registrants or event data already captured when the event was setup.

You can edit any of the Confirmation Text for any of the following Subject, Header, Cancellation Policy/Refund Policy, Privacy Policy, or Footer according to your needs but special care must be taken when making changes to any event code data.

In some sections of the Confirmation Text, you may also find HTML tags that are recognizable being surrounded by angle brackets (see a sample below highlighted by a blue box).

a. For any plain text, simply editing and replacing the text with your own content is enough. In the sample below, we’ve highlighted the freeform text (in red) that can be overwritten/revised and/or added.
b. If you’d like to do more advanced editing of any portions of the Confirmation Text, click on the HTML Editor tab that appears underneath each section.

![HTML Editor Example]

```
<
Dear {{First Name}} <(Last Name)}: Thank you for registering for {{Event Name}} at {{Location}}. It promises to be an exciting and educational event. Below, you will find important information regarding the event and your registration. Registration Code: {{Reg Code}} Date Completed: {{Date Completed}}
```

c. You can change formats, embed objects such as images, links, tables, etc. or use other features that you wouldn’t otherwise have access to. You can also switch from the GUI based editor to Source edit mode by clicking on the Source icon. Note that switching to Source mode requires knowledge of HTML.

Always remember to click on the Update Web Content button at the bottom when you are done making edits from this screen.
d. To use event code data, you must select the code from the Append dropdown, position your cursor in the appropriate section of the confirmation text, and then click on the button pertaining to the section that you are interested in adding the event code data to.

In the following example, we are adding the event’s start time to the Header section of the Confirmation Text. First, position the cursor after the word ‘at’.

Then select ‘Event Start Time’ from the Append dropdown and click on the Header button to append the <{Event Start Time}> data to the default confirmation text.

3. Besides being able to modify confirmation text as outlined in all of the above steps, you can also pick and choose which Confirmation Sections you’d like to include. To do so, simply remove the Section Header name in the Confirmation Section Headers text box next to the Confirmation Section Header labels. For example to exclude Accommodations and Personal Agenda, simply delete them.
4. After making any modifications, remember to press the Save button to commit the changes.