

Email Templates

This is a Helpful Village training document for the Email Templates module. Email templates allows your Village to customize the messages that are sent to your local community.

If you have admin rights, you can find the list of email templates under:

Menu > Admin > Settings > Email Templates

You can add the email templates that your Village needs, but here is a list of very popular templates:

Template Type	Template Name	Auto
Donation	Thank you for your donation	No
Membership	Invitation to renew your Village membership	Yes
Membership	Please renew expired membership	No
Membership	Thank you for joining!	No
Membership	Thank you for renewing!	No
Event	Weekly Calendar Update	Yes
Event	Receipt for Ticket Purchased	No

Example of an email template: Invitation to renew your Village Membership

Dear *IFNAMEI*

Your membership in My Wonderful Village will expire on *|MEMBERSHIP_EXPIRATION_DATEI* and we hope that you have appreciated our services and our wonderful community of villagers. We are glad to let you know that our membership dues remain the same, *|MEMBERSHIP_TYPE_FEEI* per year.

You can log in and renew online with your credit card:

Log in —> Members —> Renew Membership.

You can also renew by sending your check along with a copy of this letter to:

My Wonderful Village

P. O. Box 9239402

Wonderful City, CA 94703

Member name: *IFNAMEI* *|LNAMEI*

Address: *|HOME_ADDRESSI*

Telephones number(s): *|PRIMARY_PHONEI*

Email address: *|EMAILI*

Emergency contact: *|FIRST_EMERGENCY_CONTACT_NAMEI*

Emergency contact telephone number(s): *|FIRST_EMERGENCY_CONTACT_PHONEI*

Second Emergency contact: *|SECOND_EMERGENCY_CONTACT_NAMEI*

Second Emergency contact telephone number(s): *|SECOND_EMERGENCY_CONTACT_PHONEI*



Second Member Name: *IASSOCIATED_MEMBER_FULLNAMEI*

Telephone Number(s): *IASSOCIATED_MEMBER_PHONEI*

Email address: *IASSOCIATED_MEMBER_EMAILI*

Emergency Contact: *I
ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_NAMEI*

Emergency Contact telephone number(s): *I
ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_PHONEI*

Second Emergency Contact: *I
ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_NAMEI*

Second Emergency Contact telephone number(s): *I
ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_PHONEI*

Of course, if none of the above information has changed since last year, you can simply send us your check or renew online with your credit card.

Xxxxx Yyyy

Membership Chair

415 xxx-yyy

membership@xxxxxx.org

List of variables you can use in your email templates:

* | FNAME | *
* | LNAME | *
* | MAILING_NAME | *
* | EMAIL | *

* | HOME_ADDRESS | *
* | HOME_ADDRESS_NUMBER | *
* | HOME_ADDRESS_STREET | *
* | HOME_ADDRESS_CITY | *
* | HOME_ADDRESS_STATE | *
* | HOME_ADDRESS_ZIP_CODE | *
* | PRIMARY_PHONE | *

* | FIRST_EMERGENCY_CONTACT_NAME | *
* | FIRST_EMERGENCY_CONTACT_PHONE | *
* | FIRST_EMERGENCY_CONTACT_CELL_PHONE | *
* | FIRST_EMERGENCY_CONTACT_EMAIL | *
* | FIRST_EMERGENCY_CONTACT_RELATIONSHIP | *
* | SECOND_EMERGENCY_CONTACT_NAME | *
* | SECOND_EMERGENCY_CONTACT_PHONE | *
* | SECOND_EMERGENCY_CONTACT_CELL_PHONE | *
* | SECOND_EMERGENCY_CONTACT_EMAIL | *
* | SECOND_EMERGENCY_CONTACT_RELATIONSHIP | *

* | MEMBERSHIP_EXPIRATION_DATE | *
* | MEMBERSHIP_LAST_RENEWAL_DATE | *
* | MEMBERSHIP_TYPE | *
* | MEMBERSHIP_TYPE_PERIODICITY | *
* | MEMBERSHIP_TYPE_FEE | *
* | ASSOCIATED_MEMBER_FULLNAME | *
* | ASSOCIATED_MEMBER_PHONE | *
* | ASSOCIATED_MEMBER_CELL_PHONE | *
* | ASSOCIATED_MEMBER_EMAIL | *
* | ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_NAME | *
* | ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_PHONE | *
* | ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_CELL_PHONE | *
* | ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_EMAIL | *
* | ASSOCIATED_MEMBER_FIRST_EMERGENCY_CONTACT_RELATIONSHIP | *
* | ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_NAME | *



* | ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_PHONE | *
* | ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_CELL_PHONE | *
* | ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_EMAIL | *
* | ASSOCIATED_MEMBER_SECOND_EMERGENCY_CONTACT_RELATIONSHIP | *

* | DONATION_AMOUNT | *
* | DONATION_DATE | *
* | DONATION_EVENT_NAME | *
* | PAYMENT_AMOUNT | * ' *
* | PAYMENT_DATE | * ' *

* | EVENT_NAME | * ' *
* | TICKET_ORDER_NB_TICKETS | * ' *

* | ORG_NAME | * ' *
* | EMAIL | * ' *
* | ORG_ADDRESS | * ' *
* | ORG_ADDRESS_NUMBER | * ' *
* | ORG_ADDRESS_STREET | * ' *
* | ORG_ADDRESS_CITY | * ' *
* | ORG_ADDRESS_STATE | * ' *
* | EMAIL_ADDRESS_ZIP_CODE | * ' *