

“Confirmation Letters”

For use when creating unique, automatic, online confirmation letters

- A. Open your letter in Microsoft Word.
- B. Replace any “merge field” values with the special merge codes used for an online letter:
Note that each field is preceded with a [- (left bracket and dash) and ends with a -] (dash and right bracket).

Example:

[-fldToday-]

[-fldPeoFirstName-] [-fldPeoLastName-], [-fldPeoTitle-]

[-fldPeoAffiliation-]

[-fldPeoAddress-]

[-fldPeoCity-], [-fldPeoState-] [-fldPeoZip-]

Thank you for pre-registering for [-fldEvtEventName-] to be held [-EVENTDATERANGE-]
at the [-fldEvtFacility-].

This letter confirms your registration; your confirmation number is: [-RegIDMain-]. And then
continue with additional text as needed.....

- C. When your letter is complete, click FILE...SAVE AS
 - a. Under Save As Type, select “Web Page, Filtered (*.html, *.htm) <-IMPORTANT
 - b. Save to your FTP:
 - 1. In the folder for your Publisher Confirmation letters.
 - 2. Named **ONLY** with your System Event ID (found in bottom center of Events General). **XXXX.htm** will be the name of the document.
- D. Register online to test the new online letter. If your event calls for a fee, you may wish to put in a \$0.00 fee for testing purposes and take out later.

DEFAULT LETTER

The system is built to expect a “default letter” to send in the event that a specific letter is not found for a particular event. For a default letter, you will follow all steps above, with the exception of naming the letter. The name will be: **ConfirmLetter.htm** (no spaces)