



Step 4: Creating a Registration Success Message

Last Modified on 02/02/2022 11:25 pm AEDT

Once you have completed Step 3: Add questions, admins can create a successful registration message for the event form. This will be slightly different to the message on your general registration form, it will be best to customise it related to the event itself.

1. Click on **MESSAGING AND NOTIFICATIONS**.
2. Input a subject line for the successful registration message - one will already be defaulted, feel free to change this.
3. Input information for the message.

There is no specific wording needed here, you can put whatever you want to in the message - but make sure it relates to the event. An example is here:

The screenshot shows the 'GameDay 5K Run' configuration page. At the top, there's a navigation bar with five steps: 1. Event Details, 2. Event Products & Groups, 3. Questions & Layout, 4. Messaging And Notifications (highlighted), and 5. Publish. Below this, there are two tabs: 'Messaging' (selected) and 'Ticket & Invoice'. Under 'Messaging', there are sections for 'Email Notifications' and 'Form Messaging'. In the 'Email Notifications' section, a checkbox labeled 'Send registration success message via email' is checked. Below it, the 'Subject' field contains the text 'Successful Registration for GameDay 5K Run (GameDay Training)'. The 'Message' field contains the text: 'You have successfully registered to this event. If you have any questions please contact the event administrator.' The 'Form Messaging' section has options for 'Form Welcome Message' and 'Form Confirmation Message', both of which are currently unchecked.

You will see a checkbox within this section, where you can choose whether or not you want to send the registration success email to members or not. Tick the box if you wish to send this email to members upon successful registration. Unticking this box means that members will not receive a successful registration email after completing registration.

If you wish to add a form welcome or confirmation message, please [click here](#) on how to do this.

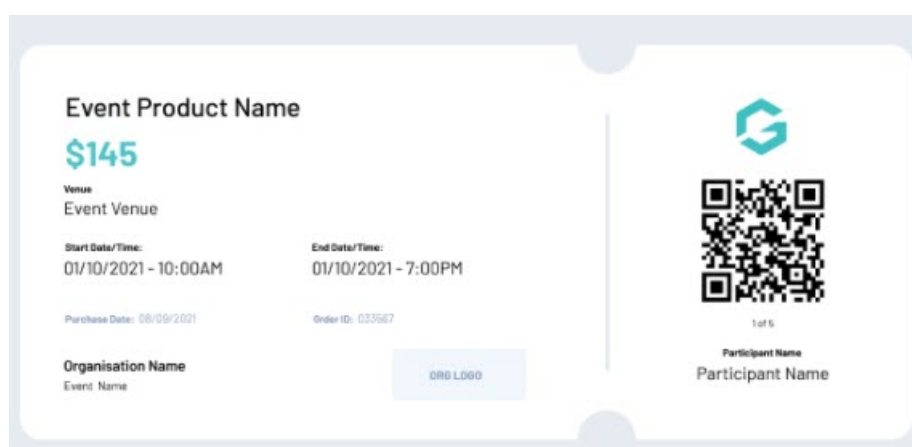
TICKETS AND PAYMENT RECEIPT EMAIL

The information in the ticket and Payment Receipt Email will be **hardcoded and cannot be customised**, however the information will be pre-filled out with the information related to the registration and products purchased.

This is defaulted to generate when an entrant registers so if you wish.

The ticket aspect of the registration will have information related to that specific product purchased and it will have its own unique QR code that admins can scan this for the member at the event upon entry. If an entrant purchases more than one product each ticket will have its own unique QR code.

The entrant can view this QR code within the GameDay app and admins have the ability to scan these codes within the app as well.



Move onto [Step 5: Publish](#).

Related Articles
