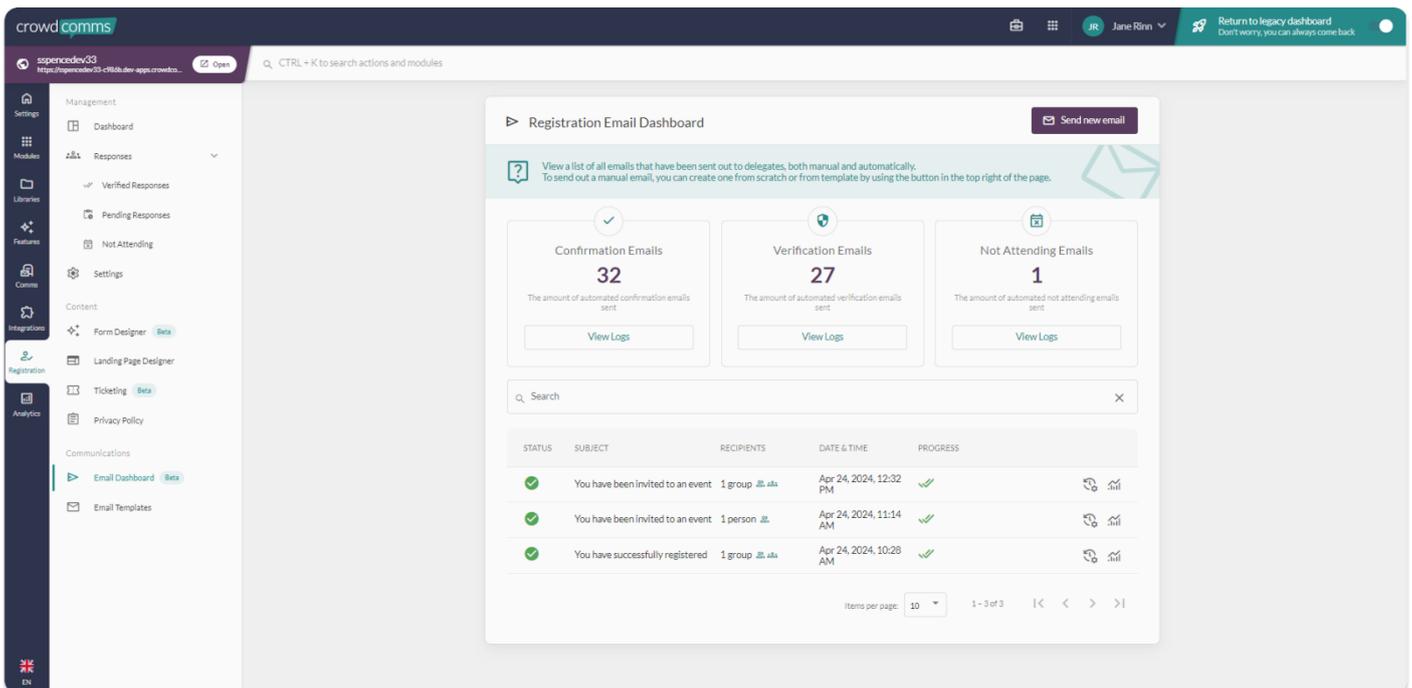


Registration Email Dashboard

Transform your event's registration phase with the cutting-edge **Registration Email Dashboard!** This innovative CMS dashboard is designed to elevate your communications management, delivering real-time analytics that provide deep insights into your email correspondence. Instantly access data on total emails sent and their delivery statuses, ensuring you stay informed and in control every step of the way!

Accessing the Email Dashboard

Unlock the full potential of your event communications by navigating to the **Registration** tab. From there, effortlessly access the **Email Dashboard** via the secondary menu.



The screenshot displays the 'Registration Email Dashboard' interface. At the top, there are three summary tiles: 'Confirmation Emails' (32), 'Verification Emails' (27), and 'Not Attending Emails' (1). Below these is a search bar and a table of email logs. The table has columns for Status, Subject, Recipients, Date & Time, and Progress. The logs show three entries, all with a 'Success' status and a green checkmark.

STATUS	SUBJECT	RECIPIENTS	DATE & TIME	PROGRESS
✓	You have been invited to an event	1 group	Apr 24, 2024, 12:32 PM	✓
✓	You have been invited to an event	1 person	Apr 24, 2024, 11:14 AM	✓
✓	You have successfully registered	1 group	Apr 24, 2024, 10:28 AM	✓

Comprehensive Email Logs

Our user-friendly dashboard features three key tiles for streamlined monitoring:

- **Confirmation Emails**
- **Verification Emails**
- **Not Attending Emails**

Each tile includes a "View Logs" button, guiding you to a detailed, focused dashboard for the selected email category.

Intuitive Search and Filter Options

Enhance your efficiency with a powerful, searchable, and filterable table. Easily search by email address and filter by email status to streamline your investigations. The table provides comprehensive details, including:

- Current status
- Subject
- Recipients
- Date and time of sending
- Progress updates

Additionally, benefit from two convenient shortcut icons:

- **Clock Icon:** Quickly view email details
- **Graphs Icon:** Instantly navigate to the logs

Experience seamless navigation with our paginated table, allowing you to view multiple items per page with options for 10, 20 or 50 items.

Email Logs Overview

Ready to explore your email logs? Start by clicking the "View Logs" button on one of the three tiles below. This action will direct you to a focused dashboard designed specifically for the selected email type.

Registration Email Dashboard Send new email

View a list of all emails that have been sent out to delegates, both manual and automatically. To send out a manual email, you can create one from scratch or from template by using the button in the top right of the page.

Confirmation Emails

32

The amount of automated confirmation emails sent

[View Logs](#)

Verification Emails

27

The amount of automated verification emails sent

[View Logs](#)

Not Attending Emails

1

The amount of automated not attending emails sent

[View Logs](#)

Search X

STATUS	SUBJECT	RECIPIENTS	DATE & TIME	PROGRESS
✓	You have been invited to an event	1 group	Apr 24, 2024, 12:32 PM	✓
✓	You have been invited to an event	1 person	Apr 24, 2024, 11:14 AM	✓
✓	You have successfully registered	1 group	Apr 24, 2024, 10:28 AM	✓

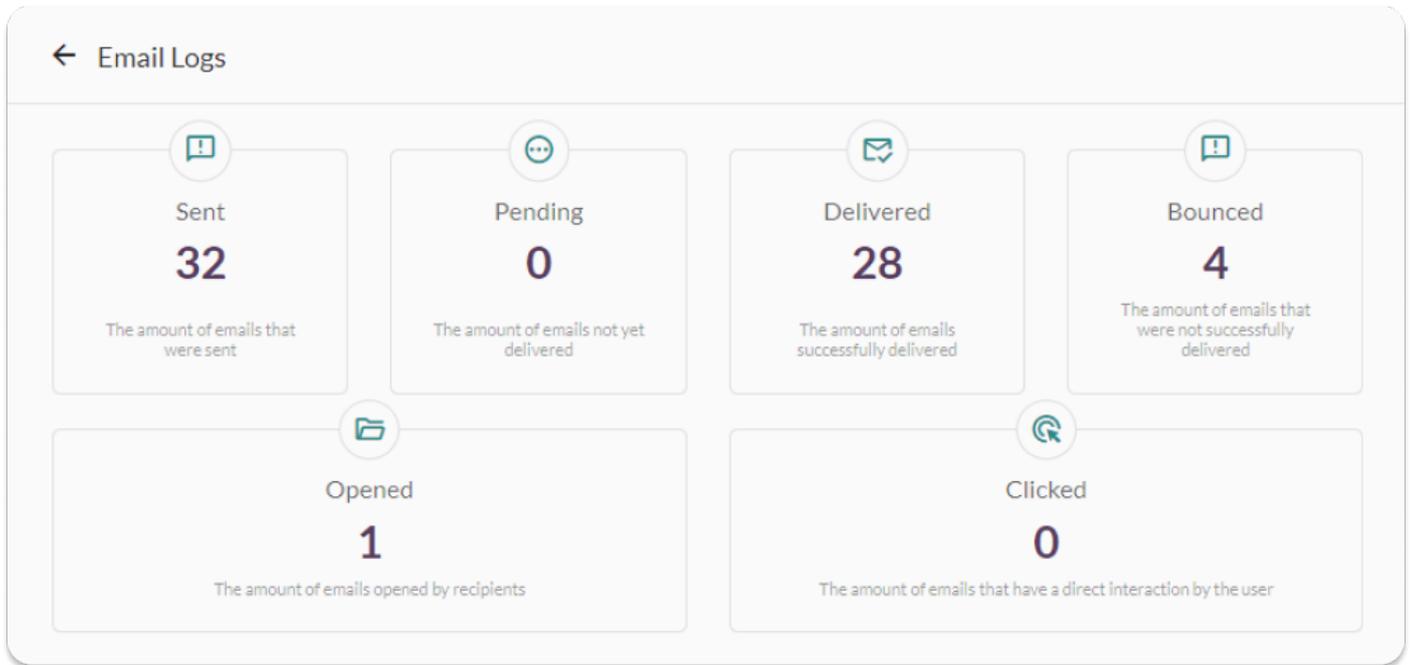
Items per page: 10 1 - 3 of 3

Inside each focused **Log** dashboard, discover six illuminating tiles presenting live updates on:

- **Emails Sent**
- **Pending**
- **Delivered**
- **Bounced**
- **Opened**
- **Clicked**

Please note that the 'Click Count' will not increment if a user clicks a button or link in an email related to *sending an email, a Registration QR Code, or an Email Verification URL*. This is because Amazon SES modifies each link in the email body to track clicks. When recipients open a link, they are sent to an Amazon SES server and immediately forwarded to the destination address. However, links related to sending an email, a Registration QR Code, or an Email Verification URL do not undergo this modification and redirection, hence their clicks

are not tracked.



Searchable and Filterable Table

Beneath these six tiles lies a dynamic, searchable, and filterable table, empowering you to

- Seamlessly search by email address
- Effortlessly filter by email status, enhancing the efficiency of your investigations

EMAIL	STATUS	DATE & TIME	NOTES
nc-1918_51@crowdcomms.co.uk	Bounced	Apr 6, 2024, 8:26 AM	>
capacity@capacity.co.uk	Bounced	Apr 6, 2024, 6:12 AM	>
nc191840@nc-191840.co.uk	Bounced	Apr 6, 2024, 5:08 AM	>
newtest@newtest.co.uk	Bounced	Apr 6, 2024, 4:59 AM	>

Optional columns: [dropdown] Items per page: 10 1 - 4 of 4 |< < > >|

Updated 3 June 2024 09:26:51