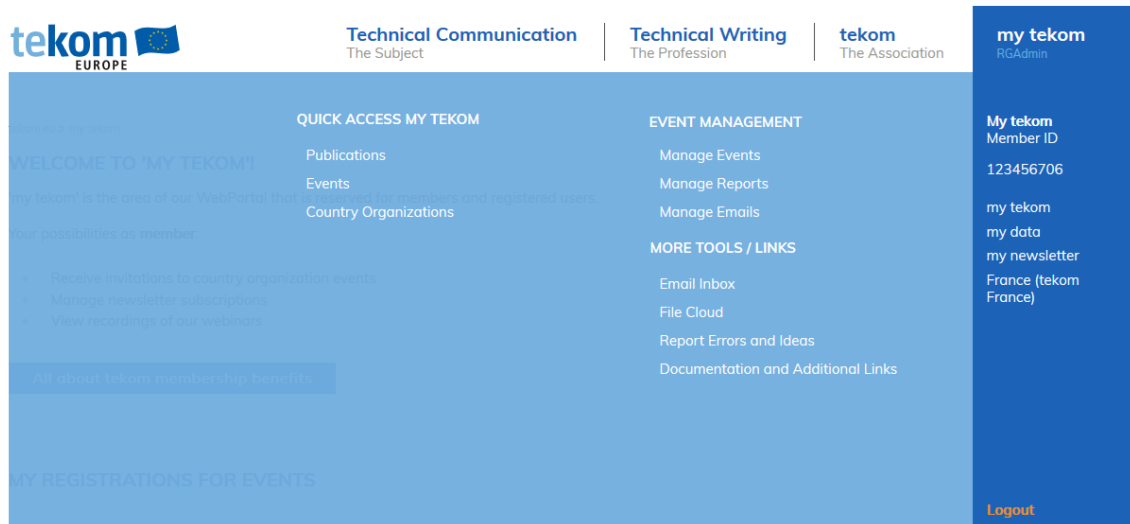



Manual Event Management with 'my tekomp'



The screenshot shows the 'my tekomp' web portal interface. At the top, there are navigation links for 'Technical Communication The Subject', 'Technical Writing The Profession', and 'tekom The Association'. The main content area is divided into several sections:

- WELCOME TO 'MY TEKOMP!'**: A welcome message stating that 'my tekomp' is reserved for members and registered users.
- QUICK ACCESS MY TEKOMP**: A list of links for 'Publications', 'Events', and 'Country Organizations'.
- EVENT MANAGEMENT**: A list of links for 'Manage Events', 'Manage Reports', and 'Manage Emails'.
- MORE TOOLS / LINKS**: A list of links for 'Email Inbox', 'File Cloud', 'Report Errors and Ideas', and 'Documentation and Additional Links'.
- my tekomp RGAdmin**: A sidebar menu with links for 'My tekomp Member ID', 'my data', 'my newsletter', and 'Logout'.



The diagram is titled 'MY EVENT MANAGEMENT FOR THE COUNTRY ORGANIZATION' and is divided into three main functional areas:

- MANAGE OUR EVENTS**: Create and manage events. Send invitations.
- MANAGE OUR REPORTS**: Create and manage reports.
- MANAGE OUR EMAILS**: Send emails to members and interested persons.

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1. Overview of 'my tekomp' to organize your events

1.1. Browser Requirements

Browser: Chrome, Edge, Firefox, Safari

Browser settings: Allow JavaScript and Cookies

1.2. Functions

In 'my tekomp', there are functions to organize events of regional groups and country organizations. You can only see the functions in the menu and tiles when you are logged in to 'my tekomp'.

Manage Events	Create events and send emails to your mailing lists and speakers.
Manage Reports	Create reports about your events and control their publication.
Manage Emails	Create emails to tell members and interested persons about special subjects. To create or update events, use the email function under "Manage Events".

1.3. Overview Release September 2022

- Under "Manage Our Events", you can create events as "online" or "on-site" events.
 - Online events are linked to Zoom by an API (application programming interface).
 - Zoom meetings start directly under "Manage Our Events". This function is displayed 60 minutes before the start of the event.
 - Participants in events automatically receive a reminder email.
 - Participants will see the access link 15 minutes before the start of the online event.
- Log in to 'my tekomp' > "My Event Registrations"

1.4. Additional Tools and Links

These additional tools and links will help you with your work.

Email Inbox

Link to your official email inbox

Each country organization has one access.

Here, you will receive a copy of each email sent with 'my tekomp'.

File Cloud

Link to the tekomp-Cloud for country organizations

Each member of the head of country organization gets their own access.

- **Folder for country organization**
A folder is created for each country organization in the tekomp-Cloud. Here, you can store documents common to your country organization.
- **Folder for all country organizations**
There is an additional folder for country organizations. Here, you will find documents that are valid for all country organizations.
- **Folder for responsible for budget**
The responsible for budget of a country organization has an additional folder. Here, the accounting department will store the quarterly budget report.

Report Errors and Ideas

Trello board for the tekomp.eu website

Each member of the head of the country organization has their own access.

Use the Trello board to report errors, missing functions or new ideas.

Documentation and Additional Links

All the important information on one site

You will find links for documentation, documents, contact persons and a lot more.

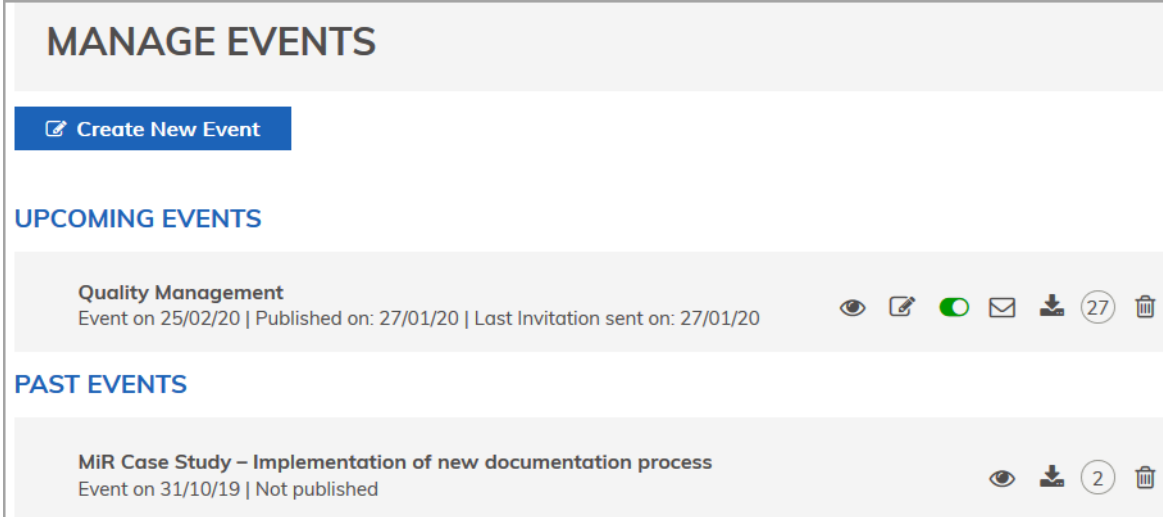
Missing a link? Create a card on the Trello board.

2. General Working Practices

2.1. List View with Functions

The working areas of event organization always have the same structure. If you select a working area, you will see a list of items. On the list, you can create a new item, for example an event or a report.

Structure of a List

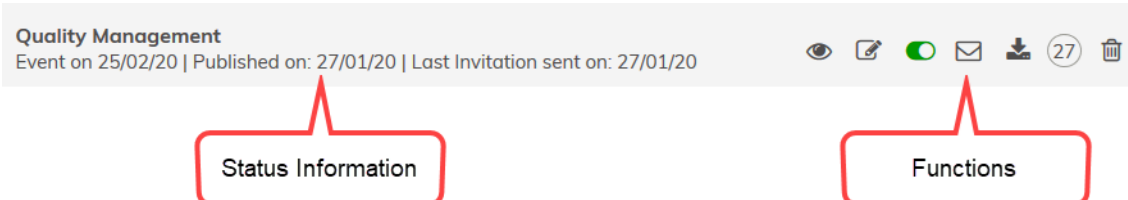


The screenshot shows a web interface titled "MANAGE EVENTS". At the top left, there is a blue button labeled "Create New Event". Below this, the interface is divided into two sections: "UPCOMING EVENTS" and "PAST EVENTS".

UPCOMING EVENTS: The first entry is "Quality Management". Below the title, it says "Event on 25/02/20 | Published on: 27/01/20 | Last Invitation sent on: 27/01/20". To the right of this entry are several icons: an eye, a pencil, a green circle, an envelope, a download arrow, a circle with the number "27", and a trash can.

PAST EVENTS: The first entry is "MiR Case Study – Implementation of new documentation process". Below the title, it says "Event on 31/10/19 | Not published". To the right of this entry are icons: an eye, a download arrow, a circle with the number "2", and a trash can.

Structure of a list item



This diagram shows a close-up of a list item for "Quality Management". The text below the title reads "Event on 25/02/20 | Published on: 27/01/20 | Last Invitation sent on: 27/01/20". To the right are icons: an eye, a pencil, a green circle, an envelope, a download arrow, a circle with "27", and a trash can.

Two red callout boxes are present:

- "Status Information" points to the text below the title.
- "Functions" points to the row of icons.

- Functions are available for each item.
- A status row is located below the item title.

2.2. Upload Files

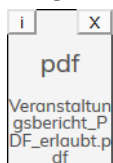
You can upload files for invitations, events, and reports.

Only files with the specified file format are accepted. Other file types cannot be inserted into the upload field.

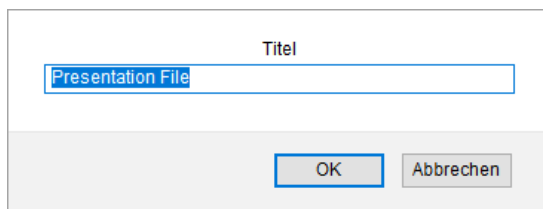
2.2.1 Store Information for Files or Images

In reports, the default text "Document to Download" is used for download files. You can change this text. You can also store information for images.

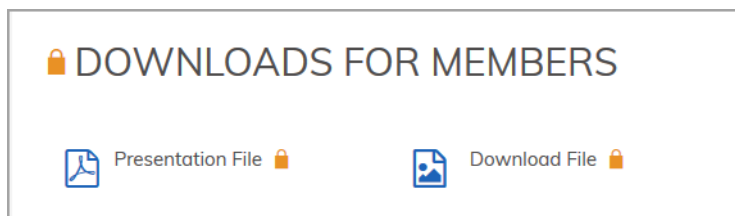
1. Drag a file onto the upload field. You see an **i** on the file.



2. Click the **i**. The window title appears.



3. Enter your text.
4. Click **OK**. Visitors to the site see the new title on the report.

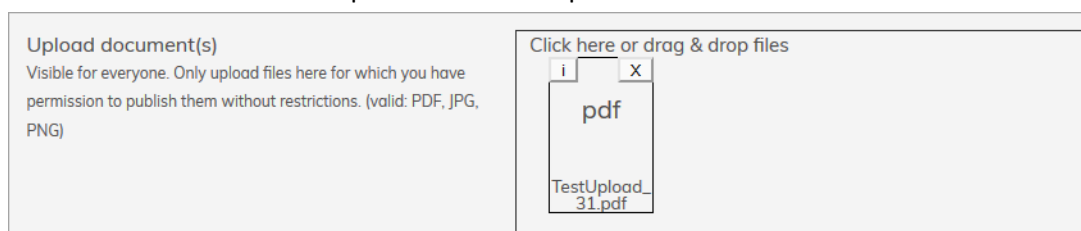


Hint: In the picture gallery, visitors see the information as pop-up text.

2.2.2 Delete a File or Picture from the Upload Field

You can delete files from the upload field. There are two options.

- Click the **X** to delete a file or picture from the upload field.

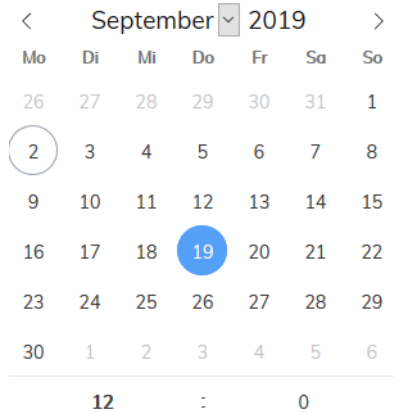


- If only one file is permitted, you can simply upload a new file. This will delete the old file.

2.3. Select a Date

All date fields work the same way. Only the display is different in some browsers.

1. Click the field. A pop-up appears.
2. Select a date and enter a start time.

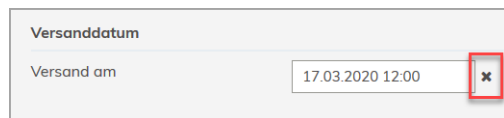


3. *Optional for events:* Click the second field and enter the ending date and time of the event.

2.4. Delete Publishing Date or Sending Date

You want to delete an inserted publishing or sending date.

1. Click the **x** near the field. The date will be deleted.



2. Save the changes.

3. Manage Events

Create events and send emails to your mailing lists and speakers.

3.1. Create and Publish Events

Creating an Event

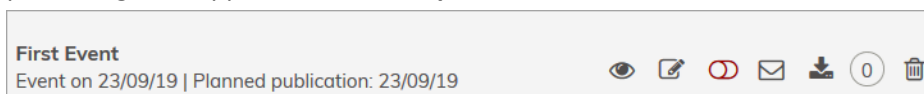
1. Open the **Manage Events** page. A list appears.
2. Click **Create New Event**. A form appears.
3. Select the **Event Type**, Online or On-site. The form adapts to the event type.
4. Enter the necessary information.
5. Click **Save Event**. The **Manage Events** page appears.
6. **Tip:** If you create an online event, the API to Zoom creates a Zoom meeting for your event.

Publishing and Removing Events

You can only publish future events. All visitors can view these events. Past events are removed from the website automatically.

You have two options for publishing future events:

- **Time-controlled publishing:** Enter a publishing date. The slider is red and in the status row, the publishing date appears as **Planned publication**.



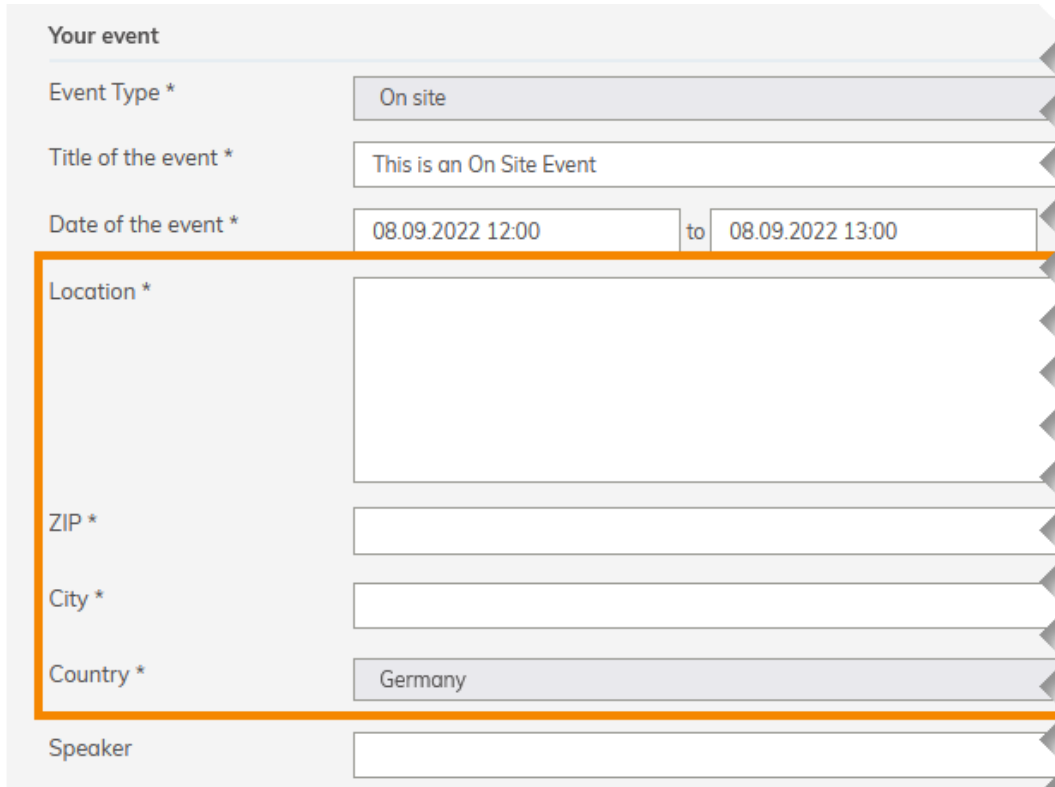
- **Manually publishing:** Move the slider. If the slider is red, the event has not been published yet. If the slider is green, the event has been published.

3.2. Online and On-Site Events

3.2.1 Forms in Comparison

Online and on-site events have different forms. Once you select the event type, the appropriate form will be shown.

- The on-site form shows the fields Location, ZIP, City and Country.



Your event

Event Type *

Title of the event *

Date of the event * to

Location *

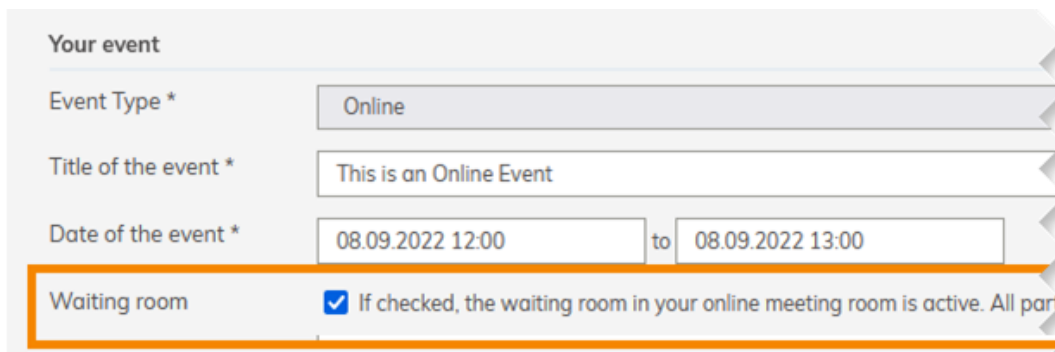
ZIP *

City *

Country *

Speaker

- The form for online events has the checkbox "Waiting room".



Your event

Event Type *

Title of the event *

Date of the event * to

Waiting room If checked, the waiting room in your online meeting room is active. All part

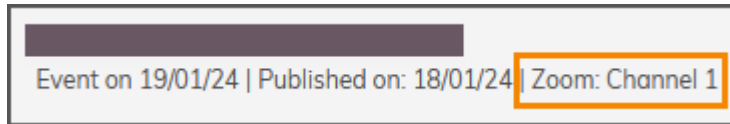
- Guests/Speaker/Co-Speaker without registration**

In both forms there is the field "Guests/Speaker/Co-Speaker without registration" Here you enter the email address for additional guests or speakers. The persons will receive the reminder email even without registration. The persons are not listed in the Excel file with the participants.

3.2.2 Online Events with Zoom

The online events are linked to tekoms Zoom license via an API.

- If you create an online event, the API will create a Zoom meeting for it.
- The zoom meeting is assigned to a channel. You see the channel number in the status line of the event.



- The online event is linked to the Zoom meeting. If you change the title or the date and time, the Zoom meeting is changed too.

3.2.3 Set Time Zone

ZOOM sessions use the default time zone „Europe/Amsterdam, Berlin, Rom, Stockholm, Wien“. If the time zone of your country organization is different, than select another time zone. This ensures that the start time and end time of your ZOOM session is set up correctly. Also the visitors of the detail page of the event see the correct time zone.

1. Edit your Event. You will see the new “Time zone” field in the event form. The default setting is always “Europe/Berlin (Default)”.
2. Select your time zone.

Our Event	
Meetup Type *	Online event
Title *	Review Test - Time Zone
Date and Time *	26.09.2024 14:00 to 26.09.2024 15:00
Timezone	<ul style="list-style-type: none"> Europe/Amsterdam, Berlin, Rom, Stockholm, Wien (Default) Europe/Amsterdam, Berlin, Rom, Stockholm, Wien(Default) Asia/Jerusalem (UTC +2) Europe/Istanbul (UTC +3)
Waiting room	
Guests/Speaker/Co-Speaker without registration	

3. Save your event. If another time zone as the default time zone is selected, than you see two time zones at the event detail page. The default time zone and the other time zone.

EVENT INFORMATION

Date of the event	26.09.2024 14:00 - 15:00 (Asia/Jerusalem (UTC +2))
	26.09.2024 12:00 - 13:00 (Europe/Amsterdam, Berlin, Rom, Stockholm, Wien(Default))

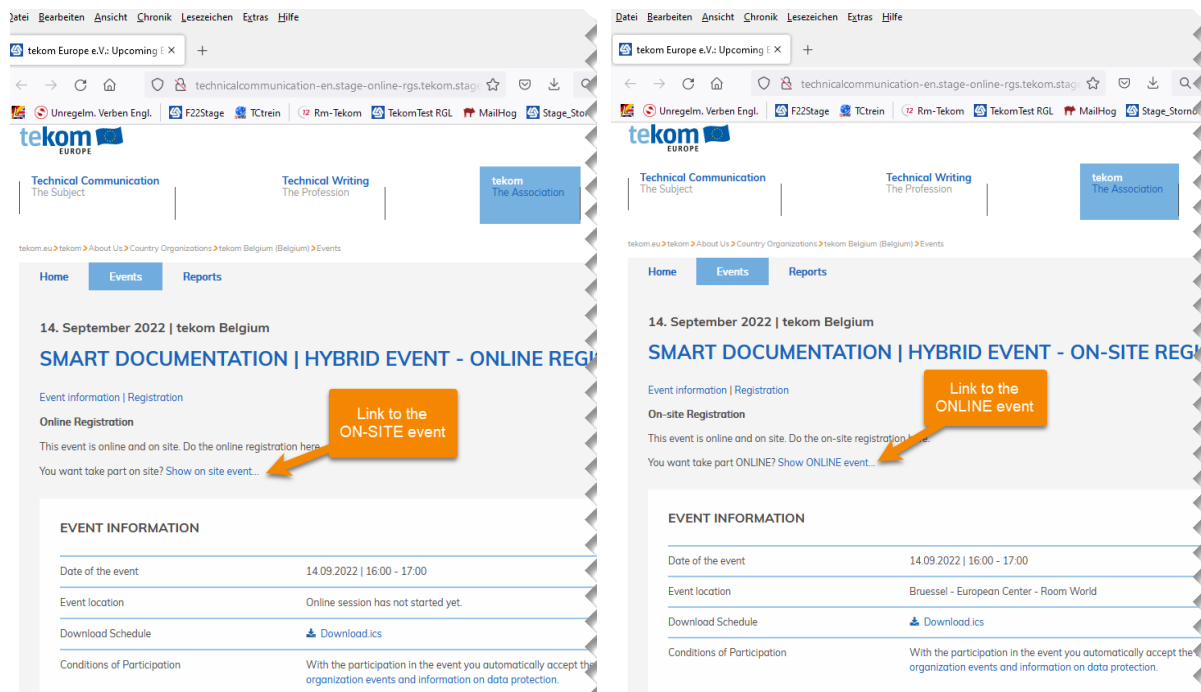
3.2.4 Hybrid Event – Workaround

Currently, hybrid events cannot be created. The following is a workaround:

- Create two events, one on-site and one online.
- Participants then register for either the on-site or online event.
- This results in two lists of participants, one for the online event and one for the on-site event.

Tip: Name the event as online and on-site and link them to each other.

- In the headline, mention whether it is the online or on-site registration.
- In the event description, write that the event is hybrid.
- In the event description, link the online event and the on-site event together. This is best done at the top of the event description.



3.2.5 Cross Border Online Events

Important: For each country organization creating an online event, a Zoom meeting will be created. Each country organization gets its own Zoom meeting and an access link for the host. These Zoom meetings are not linked to each other. Also, participants only get the access links for the online event they have registered for.

Want to organize a cross-border online event with another country organization?

Variant A: Only the hosting country organization creates the online event and the other country organizations promote the event.

Select the hosting country organization where people will register. The hosting country organization creates an online event. All other country organizations promote the event using the “Manage Our Emails” feature.

Variant B: Each country organization creates an online event, but registration is only possible at the hosting country organization’s event.

The hosting country organization creates the online event with open registration.

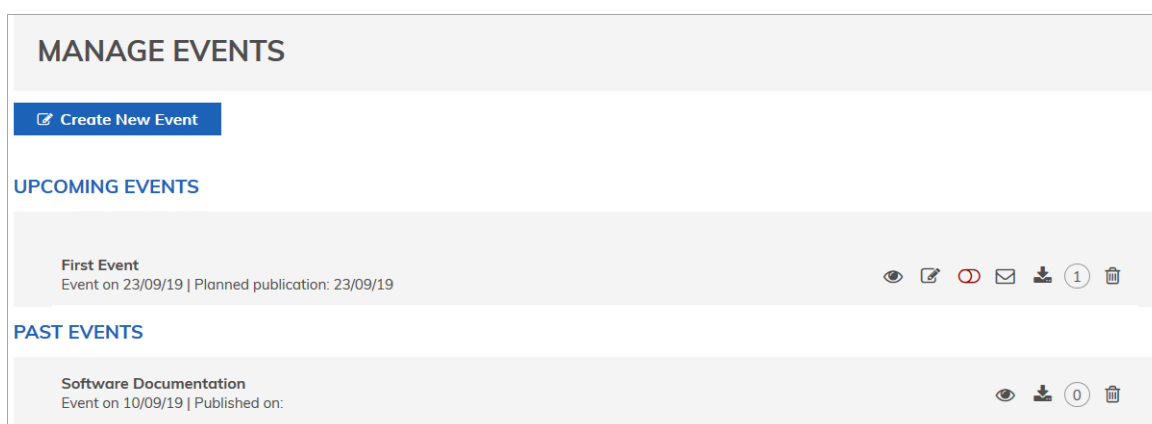
The other country organizations also create the online event and set the registration deadline to a past date. In the event details, these country organizations also include a link to the online event of the hosting country organization.

List of participants

The participant list shows which country organization the participants belong to. If an annual report for each country organization is needed, you can use this to determine the number of participants for each country organization.

3.3. Event List – Functions

To open this page, click the "Manage our Events" tile or, in the 'my tekomp' menu, click "Manage Events".



The screenshot displays the 'MANAGE EVENTS' interface. At the top, there is a 'MANAGE EVENTS' header and a blue button labeled 'Create New Event'. Below this, the 'UPCOMING EVENTS' section is visible, featuring an event titled 'First Event' with the details 'Event on 23/09/19 | Planned publication: 23/09/19'. To the right of this event are icons for view, edit, toggle status, email, download, a notification bubble with the number '1', and a trash icon. The 'PAST EVENTS' section follows, showing an event titled 'Software Documentation' with the details 'Event on 10/09/19 | Published on:'. To the right of this event are icons for view, download, a notification bubble with the number '0', and a trash icon.



Preview

The preview opens in a second window or tab. Thus, the back button does not work. Click on the window or tab with the list of events.



Edit

The report is displayed in the form. You can edit the text or adjust a publishing date. The title of the event becomes part of the email subject.



Start Online Session

This icon is displayed 60 minutes before the start of published online events. Use this icon to start the Zoom meeting as host. The host name of the license is used. You can rename yourself in the Zoom meeting.



Not published

The report is not displayed on the WebPortal. Click the icon to publish the event.



Published

The report is displayed on the WebPortal. Click the icon to remove the event from the WebPortal.



Invitation

You see all sent emails and their status in a list. You can create and send a new email for the event. You can still edit unsent emails.



Participation list

Participants who register on the event page are stored in a list of participants. For each participant you see the first name, last name, company, email address and if they are tekomp members or not.



Copy Invitation Link

This icon is displayed 60 minutes before the start of online events. The invitation link is for backup purposes only. All registered participants will receive the link to the Zoom meeting in the reminder email.



Number of Participants

You see how many participants are registered on the event page.



Delete

The report is deleted without a prompt.

3.4. Automatic Reminder Email

24 hours before the event

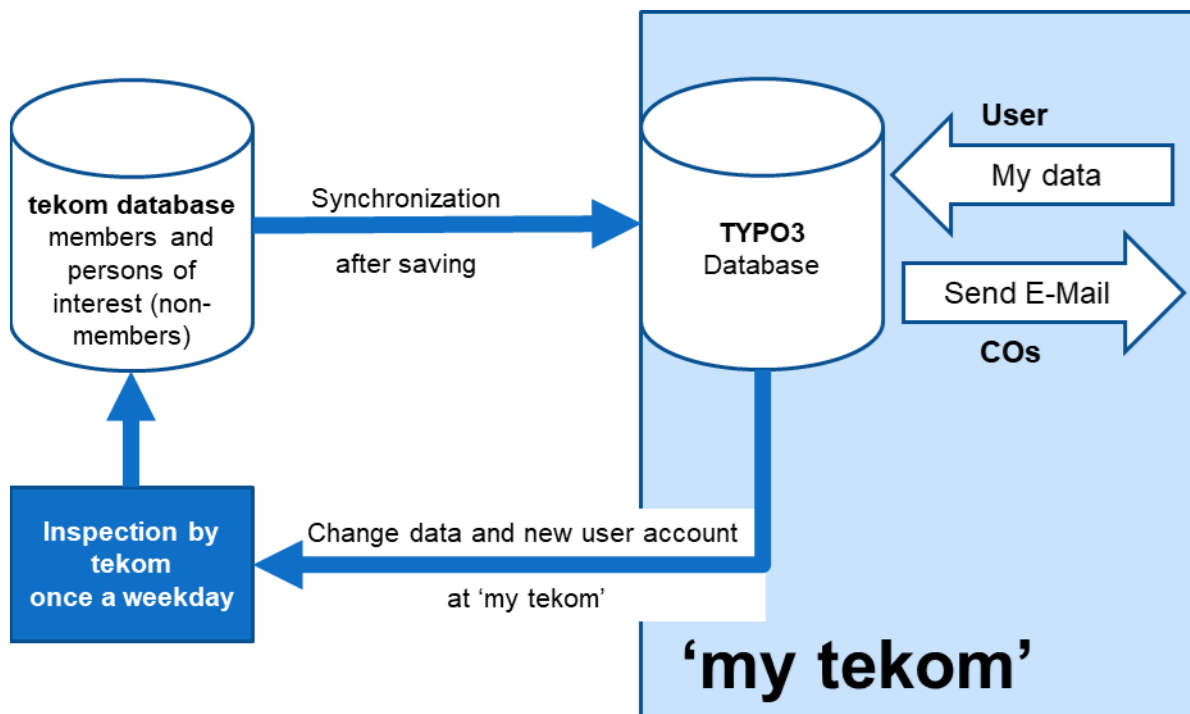
A reminder email will be sent to all participants 24 hours before the event. In addition, the reminder email will be sent to the email addresses listed in the "Guests/Speaker/Co-Speaker without registration" field.

Start zoom meeting in the event list

If you click on the "Start online session" icon in the event list, the system will send the reminder email to the participants once again.

3.5. Invitations to Events

3.5.1 Data Synchronization between the tekcom Database and TYPO3



Data Synchronization

Each modification in the tekcom database will be transferred immediately to the user database TYPO3. The data of the two databases are almost equal.

Data Change by User

If members or interested persons change data, then tekcom employees check the data before they save it to the tekcom database.

Change Country – Mapping to the Country Organization

If members or interested persons change their country, they will become members or interested persons of the selected country organization.

3.5.2 Understand Recipient Groups

tekom Deutschland Regional Groups	tekom Europe Country Organizations
<input type="checkbox"/> Regional Group Alb-Donau	<input type="checkbox"/> COM&TEC Italia
<input type="checkbox"/> Regional Group Baden	<input type="checkbox"/> Tecom Schweiz
<input type="checkbox"/> Regional Group Berlin-Brandenburg	<input type="checkbox"/> tekom Belgium
<input type="checkbox"/> Regional Group Bodensee	<input type="checkbox"/> tekom Bulgaria
<input type="checkbox"/> Regional Group Mitte	<input type="checkbox"/> tekom Danmark
<input type="checkbox"/> Regional Group München	<input type="checkbox"/> tekom Deutschland (international)
<input type="checkbox"/> Regional Group Nord	<input type="checkbox"/> tekom Europe (without a country organization)
<input type="checkbox"/> Regional Group Nordrhein	<input checked="" type="checkbox"/> tekom France
<input type="checkbox"/> Regional Group Nürnberg	<input type="checkbox"/> tekom Israel
<input type="checkbox"/> Regional Group Rhein-Main	<input type="checkbox"/> tekom Magyarország
<input type="checkbox"/> Regional Group Sachsen	<input type="checkbox"/> tekom Österreich
<input type="checkbox"/> Regional Group Sachsen-Anhalt	<input type="checkbox"/> tekom Polska
<input type="checkbox"/> Regional Group Stuttgart	<input type="checkbox"/> tekom Romania
<input type="checkbox"/> Regional Group Süd-Niedersachsen	<input type="checkbox"/> tekom Sweden
<input type="checkbox"/> Regional Group Thüringen	<input type="checkbox"/> tekom Türkiye
<input type="checkbox"/> Regional Group Westfalen	
Receive Emails?	
<input type="checkbox"/> Yes, receive emails	
Save Email Settings	

Assignment to a Country Organization

Each member or interested person selects a country and is thus assigned to a country organization. The grayed-out field shows the country organization of the member or interested person. Under 'my data', they can select a different country.

Members – Subscribers

Members of tekom Deutschland and tekom Europe can subscribe to invitations and emails from regional groups and country organizations. They are included on the mailing list 'Members – subscribers of other CO or RG'.

Interested Persons – Non-members

Interested persons are included on the mailing list 'Non-members'.

Receive Emails

Members and interested persons can unsubscribe from the emails of regional groups and country organizations. They will then no longer receive emails from any regional group or country organization.

3.5.3 Overview of Recipient Groups

Recipients (With personal salutation) Members (without event registration)

Members - subscribers of other CO or RG (without event registration)

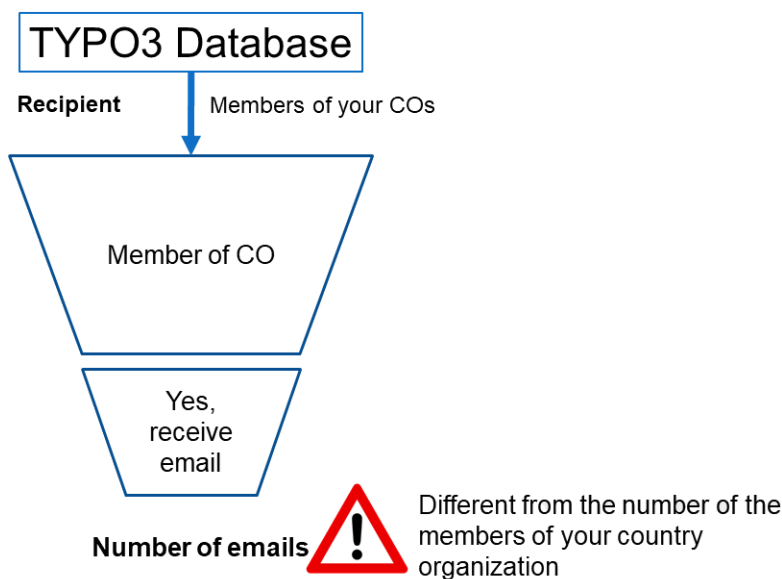
Non-members (without event registration)

Members with event registration

Non-members with event registration

Name	Who receives the email?
Members (without event registration)	<ul style="list-style-type: none"> All members assigned to your country organization. Persons want to receive emails. The person is not on the list of participants for the event.
Members – subscribers of other CO or RG (without event registration)	<ul style="list-style-type: none"> Members subscribed to your country organization. Persons want to receive emails. The person is not on the list of participants for the event.
Non-members (without event registration)	<ul style="list-style-type: none"> Members subscribed to invitation emails and emails for your country organization. Persons want to receive emails. The person is not on the list of participants for the event.
Members with event registration	<ul style="list-style-type: none"> All members registered for the event.
Non-members with event registration	<ul style="list-style-type: none"> All non-members registered for the event.

3.5.4 Understand the Number of Emails Sent



3.5.5 Create and Send Invitations

Create an Invitation

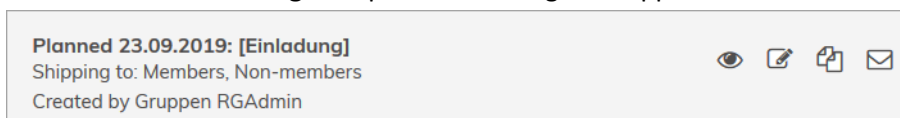
1. Open the page **Manage Events**. The list of events appears.
2. Click the icon **Send Invitation**.
3. Select **Create New Invitation**. A form for the email appears. The subject is a combination of the occasion for and title of the event.
4. Select the occasion for the email.
5. Complete the other fields.
6. *Optional*: Select a **Mailing Date**.
7. Click **Save Event Email**.

Send an Invitation

After sending an invitation, you will receive a copy of the email at your official tekomp email address and a status email at your personal email address.


You have two options for sending an email for an event:

- **Time-controlled sending**: The planned mailing date appears in the status row.



- To send the emails manually, click the **Send email now** icon. After sending, you can no longer edit the email. You can view a preview of the email.

3.5.6 Schematic Structure of an Invitation Email

	Logo (part of the email template)		
Header: Occasion + Title – Subject	Compounded from the fields occasion and title <Occasion>: <Title>		
Dear Ms. <Surname>, or Dear Mr. <Surname>,	<table border="0"> <tr> <td data-bbox="687 488 1023 667"> Personal salutation for <ul style="list-style-type: none"> • Members • Non-members • Participants </td> <td data-bbox="1023 488 1335 667"> No personal salutation <ul style="list-style-type: none"> • Preview • Email copy • Email to speaker </td> </tr> </table>	Personal salutation for <ul style="list-style-type: none"> • Members • Non-members • Participants 	No personal salutation <ul style="list-style-type: none"> • Preview • Email copy • Email to speaker
Personal salutation for <ul style="list-style-type: none"> • Members • Non-members • Participants 	No personal salutation <ul style="list-style-type: none"> • Preview • Email copy • Email to speaker 		
Your Email Text	Your text from the field Content – You edit: <ul style="list-style-type: none"> • The invitation text • The salutation • The sender name 		
Appointment Location Speaker	Automatically inserted: <ul style="list-style-type: none"> • Appointment, from the field Date and Time • Location, from the field Event Location • Speaker, from the field Speaker 		
Link	Link to the event details (part of the email template)		
Name of Your Country Organization (CO)	E.g. Head of the country organization tekomp France (A variable is part of the email template)		
Disclaimer by tekomp	Disclaimer by tekomp (part of the email template)		
Official Signature of tekomp	Signature of tekomp Europe e.V. (part of the email template)		

3.5.7 Invitation List – Functions

SEND INVITATION FOR THE EVENT

Event for Webinar

Here, you can create an email for an event. You can also invite, make a reminder for, postpone or cancel the event.

Email List of the Event

Create New Invitation

Planned [Invitation] Send to: Speaker of event Created by Gruppen RGAdmin	
25.09.2019: [Invitation] <i>(Pending)</i> Send to: none Created by Gruppen RGAdmin	



Preview

The preview opens in a second window. Thus, the back button does not work. Click on the window or tab with the list of events.

The salutation is not displayed in the preview. It is “Dear Mr. <surname>,” or “Dear Ms. <surname>,”.



Edit

You can only edit unsent emails.



Copy

A copy of the email will be created. The fields occasion, content, and email speaker, as well as the recipient's settings, are copied.



Send

The event email is sent immediately. Afterward, you will not be able to edit the email.

3.6. Automatic Reminder Email - NEW

24 hours before event start

All participants in an event will receive a reminder email 24 hours before the event starts. If it is an online event, the link to the event is included in the email.

15 minutes before online event start

For online events, the reminder email is sent to participants again 15 minutes before the event starts.

3.7. Event Registration

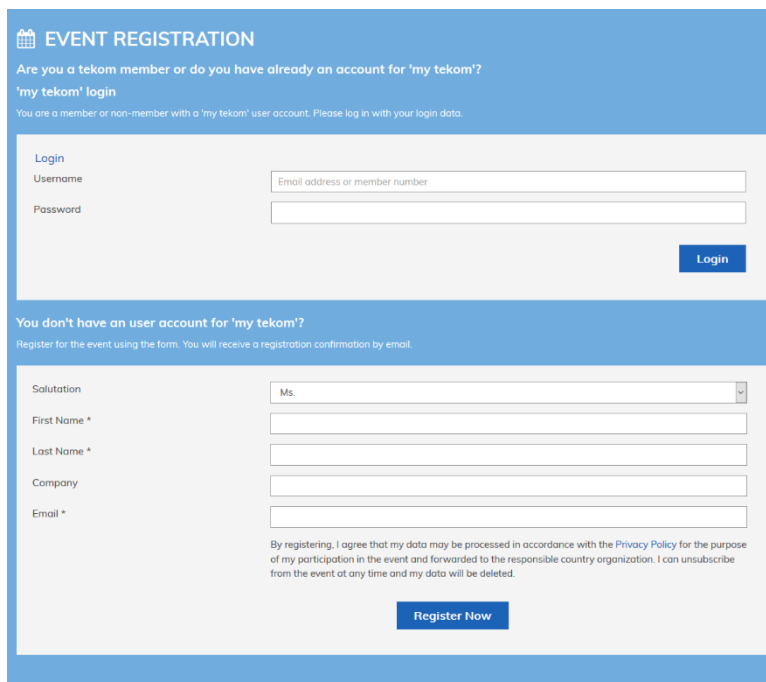
You can find the event registration in the event details. Registration is possible for members, interested persons with an account, and interested persons without an account.

3.7.1 Registration (View for Members and Interested Persons)

There are two options for registration:

- Show the event information on the WebPortal.
- Click on the event link in the invitation.

Registration, Standard View – Event Information



EVENT REGISTRATION

Are you a tekomp member or do you have already an account for 'my tekomp'?

'my tekomp' login

You are a member or non-member with a 'my tekomp' user account. Please log in with your login data.

Login

Username

Password

Login

You don't have an user account for 'my tekomp'?

Register for the event using the form. You will receive a registration confirmation by email.

Salutation

First Name *

Last Name *

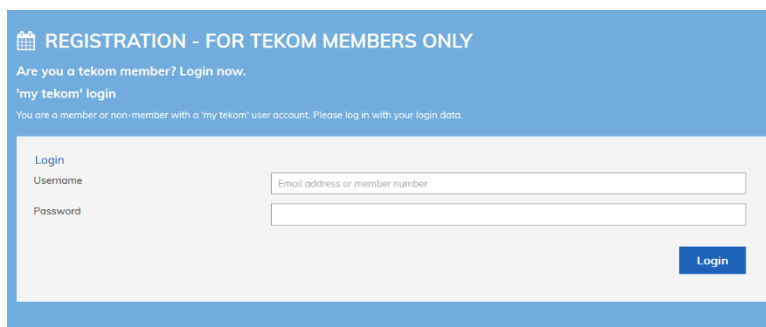
Company

Email *

By registering, I agree that my data may be processed in accordance with the Privacy Policy for the purpose of my participation in the event and forwarded to the responsible country organization. I can unsubscribe from the event at any time and my data will be deleted.

Register Now

Registration for Members only – Event Information



REGISTRATION - FOR TEKOMP MEMBERS ONLY

Are you a tekomp member? Login now.

'my tekomp' login

You are a member or non-member with a 'my tekomp' user account. Please log in with your login data.

Login

Username

Password

Login

Registration, User View

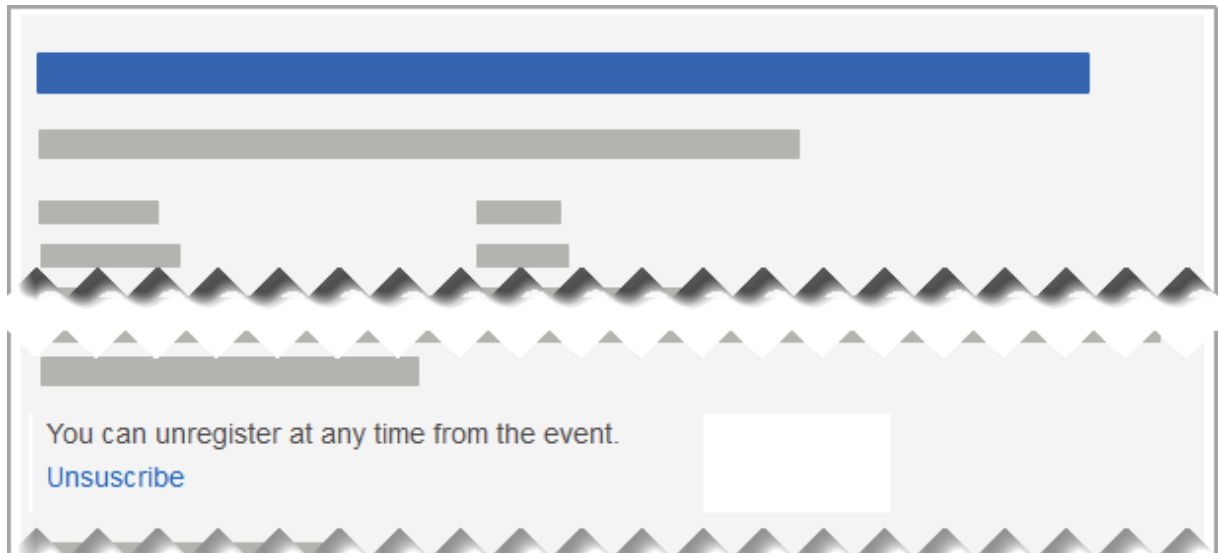
- If users register for an event, they receive an email. The email includes an unsubscribe link to cancel the registration.
- If a logged-in member or an interested person has registered with a user account, they will see the event on their 'my tekomp' homepage.

3.7.2 Cancel Registration (View for Members and Interested Persons)

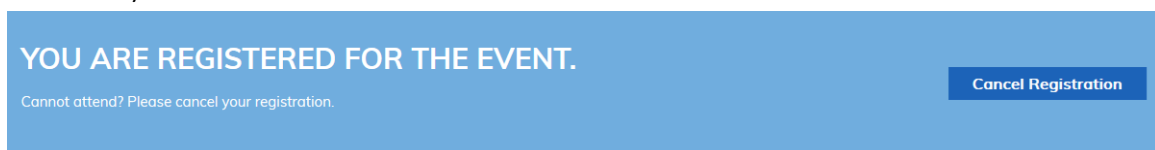
Participants have different options for unsubscribing.

Hint: If users have registered via the registration form, they can only cancel registration via the unsubscribe link in the registration confirmation.

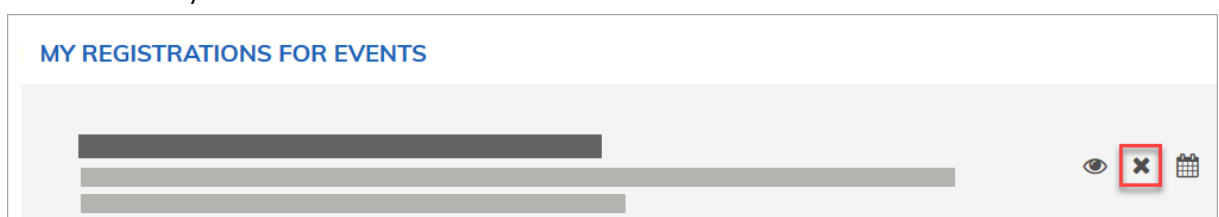
- Cancel registration via the unsubscribe link in the registration confirmation (all participants)



- Cancel registration in the event information (members and interested persons with a user account)



- Cancel registration on the 'my tekomp' home page (members and interested persons with a user account)



3.7.3 Control Event Registration

You can make event registration exclusively for members, and/or define a registration deadline. This changes the view of the registration in the event information.

Open the Edit view of an event and go to the Participation area.



For Members Only Only logged-in members can register. If you deactivate this setting, all visitors can register.

Maximum of Participants If the maximum number of participants is reached, the registration is hidden in the event information. Visitors see a message that the event is fully subscribed.

Registration Deadline The day after the registration deadline, the registration is hidden in the event information. Visitors see a message that the registration deadline has passed.

3.7.4 Registration List - Know Who's Coming

In the event list, you can download the registration list.



In the column 'tekom member', there are three types of registrations:

Member The participant is a member and was logged into 'my tekomp' at registration.

Non-member using account The participant is an interested person with a user account and was logged into 'my tekomp' at registration.

Non-member using form The participant has registered directly via the registration form.

4. Manage Reports

4.1. Create and Publish a Report

Create a Report

1. Open the page **Manage Reports**. A list of reports appears.
2. Click **Create New Report**. A form appears.
3. Enter the necessary information.
4. Click **Create Report**.

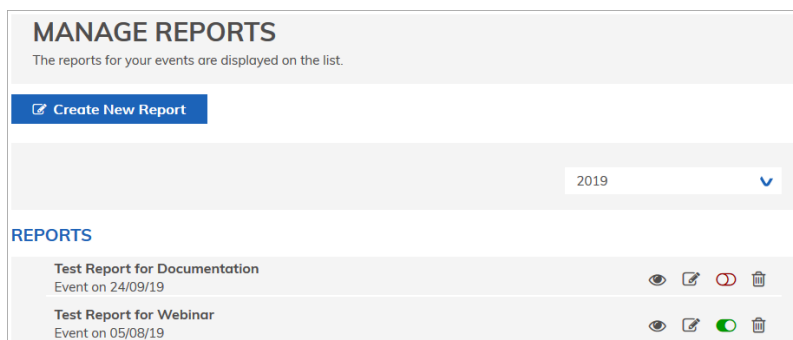
Publish and Remove Reports

After publication, all visitors to the site can view the report. Only members can view the download files. To do so, they must be logged into 'my tekomp'.

You have two options for publishing reports:

- **Time-controlled publication:** Enter a publishing date. The slider for the report is red.
- **Manual publication:** Move the slider. If the slider is red, the event has not been published yet. If the slider is green, the event has been published.

4.2. Reports List – Functions



Preview

The preview opens in a second window. Thus, the back button does not work. Click on the window or tab with the list of events.



Edit

The report is displayed in the form. You can edit the text or adjust a publishing date.



Not published

The report is not displayed on the WebPortal.



Published

The report is displayed on the WebPortal.



Delete

The report is deleted without a prompt.

5. Manage Emails

5.1. Emails vs. Invitations – When Do I Use What?

Always send emails for events from the **Manage Events** page, e.g. invitations.

Send all other emails from the **Manage Emails** page.

5.2. Create and Send Emails

Create an Email






1. Open the **Manage Email** page. The list of emails appears.
2. Click **Create New Email**. A form for the email appears.
3. Enter the **Subject**.
4. Complete the other fields.
5. *Optional*: Select a **Mailing Date**.
6. Click **Save Email**.

Send an Email

After sending an email, you will receive a copy of the email at your official tekom email address and a status email at your personal email address.


You have two options for sending an email:

- **Time-controlled sending**: The planned sending date appears in the status row.










<p>Planned 08.10.2019: [Shipping Test for Documentation and Webinar] Shipping to: Members, Non-members Created by Gruppen RGAdmin</p>	    
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- **Manual sending**: To send the emails manually, click the **Send email now** icon. After sending, you can no longer edit the email. You can view a preview of the email.

5.3. Schematic Structure of an Email

	Logo (part of the email template)	
Header: Subject	Header from the field Subject	
<p>Dear Ms. <Surname>, or Dear Mr. <Surname>,</p>	<p>Personal salutation for</p> <ul style="list-style-type: none"> • Members • Non-members 	<p>No personal salutation</p> <ul style="list-style-type: none"> • Preview • Email copy
Your Email Text	<p>Your text from the field Content – You edit:</p> <ul style="list-style-type: none"> • The text • The salutation • The sender name 	
Name of Your Country Organization (CO)	<p>E.g. Head of the country organization tekomp France (A variable is part of the email template)</p>	
Disclaimer by tekomp	Disclaimer by tekomp (part of the email template)	
Official signature by tekomp	<p>Signature of tekomp Europe e.V. (part of the email template)</p>	

5.4. Email List – Functions

 Create New Email	
Planned 08.10.2019: [Shipping Test for Documentation and Webinar] Shipping to: Members, Non-members Created by Gruppen RGAdmin	    
20.09.2019: [Test email] Shipping to: none Created by Gruppen RGAdmin 0 Emails	  



Preview

The preview opens in a second window. Thus, the back button does not work. Click on the window or tab with the list of events.

The salutation is not displayed in the preview. It is “Dear Mr. <surname>,” or “Dear Ms. <surname>,”.



Edit

You can only edit unsent emails.



Copy

A copy of the email will be created. The subject, the content, as well as the recipient's settings, are copied.



Send

The event email is sent immediately. Afterward, you will not be able to edit the email.



Delete

The email is deleted without a prompt.