

# How to send an email to a specific group of cleanup registrants

February 2, 2021

After signing in to EventBrite, click on the cleanup event. You'll get this page:

The screenshot shows the Eventbrite Event Dashboard for a cleanup event. The left navigation menu is visible, with 'Manage Attendees' and 'Emails to Attendees' circled in red. The main dashboard area displays event statistics and a 'Sales by Ticket Type' section.

**Event Dashboard**

Find Attendees →

**Live!**  
Your event is up and running and tickets are on sale.

**Public Edit**  
Your event is listed and searchable.

160 Tickets Sold / 1,200  
14%

**Tickets sold All time**

Tickets sold: 160

Add-ons sold: 0

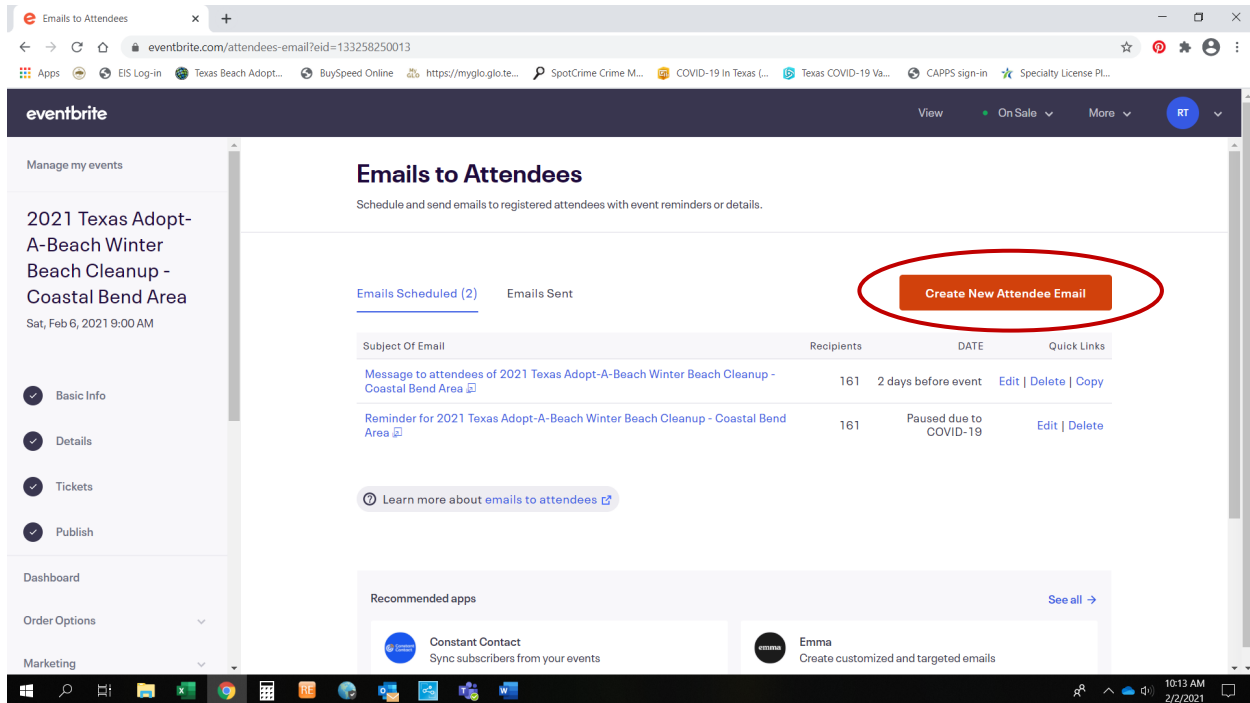
Page views: 660

**Tickets sold via Eventbrite Channels**

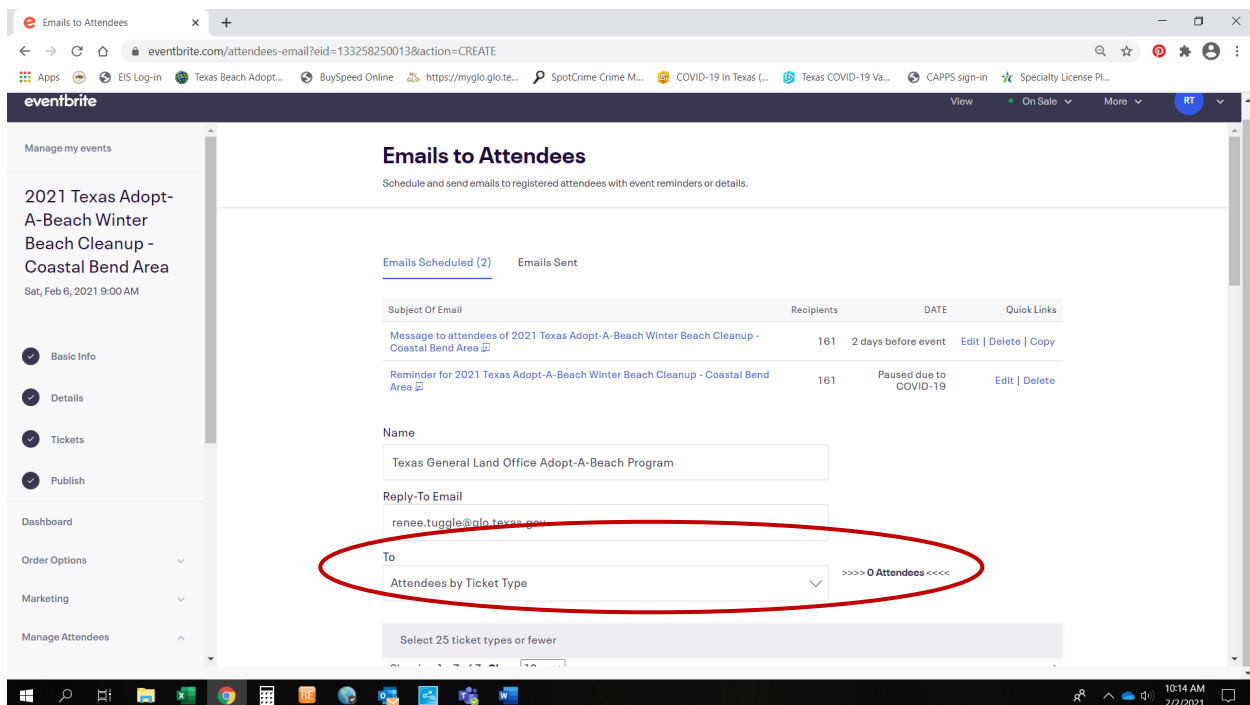
Channel	Tickets Sold
Pending	1
Free	160
Available	1,039

**Sales by Ticket Type**

On the left navigation, click on the Manage Attendees drop-down, then click on Email Attendees.



Click on “Create New Attendee Email” and you will get some options.



Update the Name, Reply-to email etc, as necessary, then click on the “To” section drop-down menu, and select “Attendees By Ticket Type.” This lets you select volunteers that have registered for a specific cleanup location.

eventbrite.com/attendees-email?eid=133258250013&action=CREATE

2021 Texas Adopt-A-Beach Winter Beach Cleanup - Coastal Bend Area  
Sat, Feb 6, 2021 9:00 AM

Select 25 ticket types or fewer

Showing 1 - 7 of 7 Show 10

	TICKET	PRICE	SOLD	# ATTENDEES
<input type="checkbox"/>	Aransas County - Rockport	0.00	0	0
<input checked="" type="checkbox"/>	Kleberg County - Padre Island National Seashore	0.00	60	60
<input type="checkbox"/>	Nueces County - Aransas Pass/Redfish Bay	0.00	5	5
<input type="checkbox"/>	Nueces County - Cole Park (Kid's Place), Corpus Ch	0.00	1	1
<input type="checkbox"/>	Nueces County - North Corpus Christi Beach	0.00	36	36
<input type="checkbox"/>	Nueces County - Packery Flats	0.00	38	38
<input type="checkbox"/>	Nueces County - Port Aransas	0.00	21	21

Subject  
Message to attendees of 2021 Texas Adopt-A-Beach Winter Beach Cleanup -

Message  
A Message from Texas General Land Office Adopt-A-Beach Program:

Subject  
Message to attendees of 2021 Texas Adopt-A-Beach Winter Beach Cleanup -

Message  
A Message from Texas General Land Office Adopt-A-Beach Program:

Include event details

Send Test Message To  
edrien.loucks@glo.texas.gov Send Test

Send Email:  
Now at 01:00 AM  
Days Hours Minutes Before the event starts  
Send Now Cancel

Learn more about emails to attendees

Select which location volunteers you want to email by checking the box. Then complete your subject and message to the attendees and schedule when to send your message.