

Guest Rooms - Confirmation Email - Images

[Office Help Home](#)

- 1 Overview
- 2 Content

Overview

Users can insert images into the Guest Rooms Confirmation email. This short Guide will discuss how to insert photos into the Confirmation Email.

Use Case

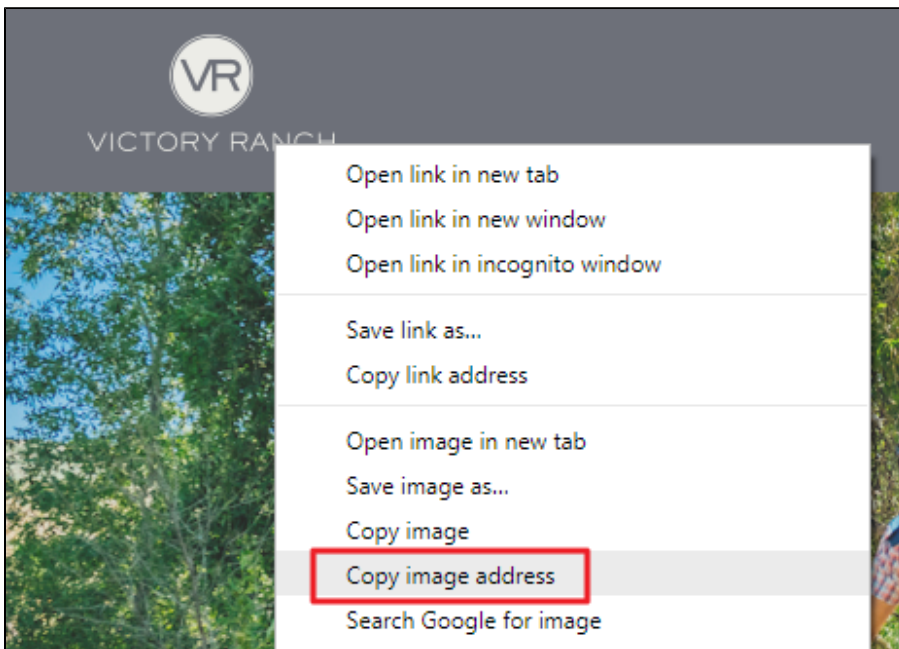
As a Club Admin, you would like to be able to Cross Market or Brand your Guest Room Confirmation emails.

Content

- Copying Image

Copying Image

Please right click the image you would like to appear in your Confirmation email and select Copy Image Address, as seen below.



When editing the Confirmation Email, select Insert Image and then by URL.

Confirmation Reminder Change Cancel Check Out

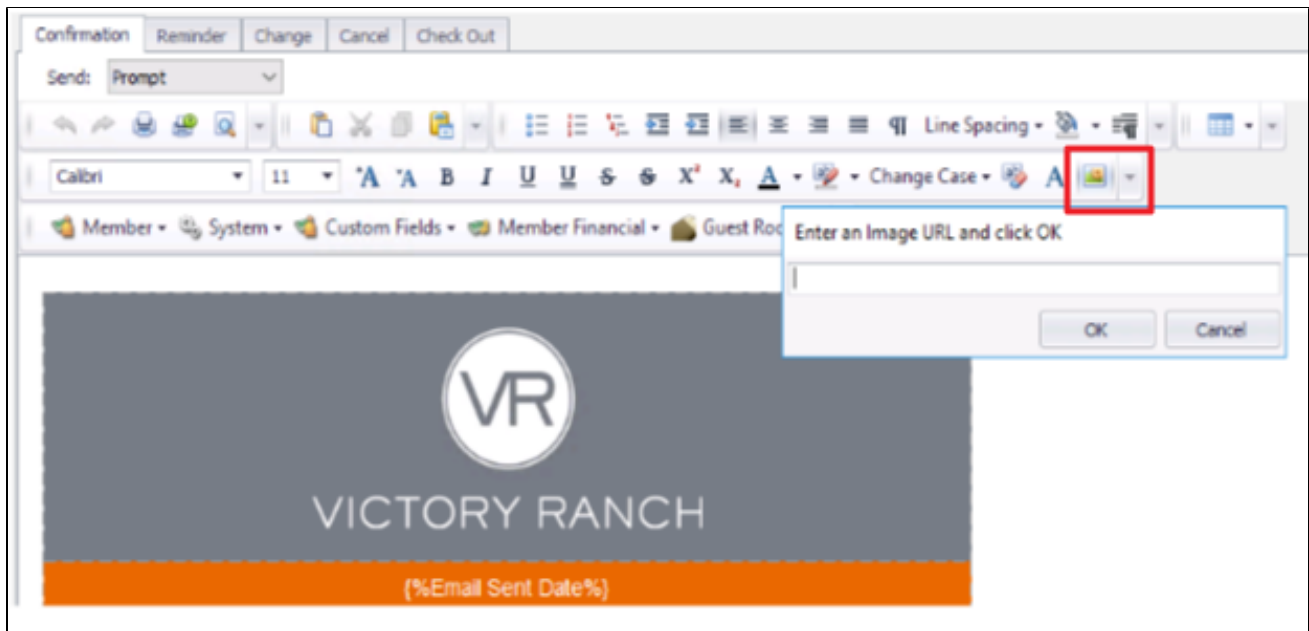
Send: Prompt

Calibri 11 A A B I U U S S X' X, A Change Case A

Member System Custom Fields Member Financial Guest Room

Enter an Image URL and click OK

OK Cancel



The image shows a screenshot of an email editor interface. At the top, there are tabs for 'Confirmation', 'Reminder', 'Change', 'Cancel', and 'Check Out'. Below the tabs is a 'Send:' dropdown menu set to 'Prompt'. A rich text editor toolbar is visible, including icons for undo, redo, print, search, and various text formatting options like bold, italic, underline, strikethrough, and link. The font is set to 'Calibri' and the size is '11'. A red box highlights the 'Insert Image' icon in the toolbar. Below the toolbar, there are several menu items: 'Member', 'System', 'Custom Fields', 'Member Financial', and 'Guest Room'. A dialog box is open, titled 'Enter an Image URL and click OK', with an empty text input field and 'OK' and 'Cancel' buttons. The main content area shows a dark grey header with a circular logo containing the letters 'VR' and the text 'VICTORY RANCH' below it. At the bottom of the header, there is a placeholder text '%Email Sent Date%' on an orange background.