

Guest Rooms - Confirmation Email - Images

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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

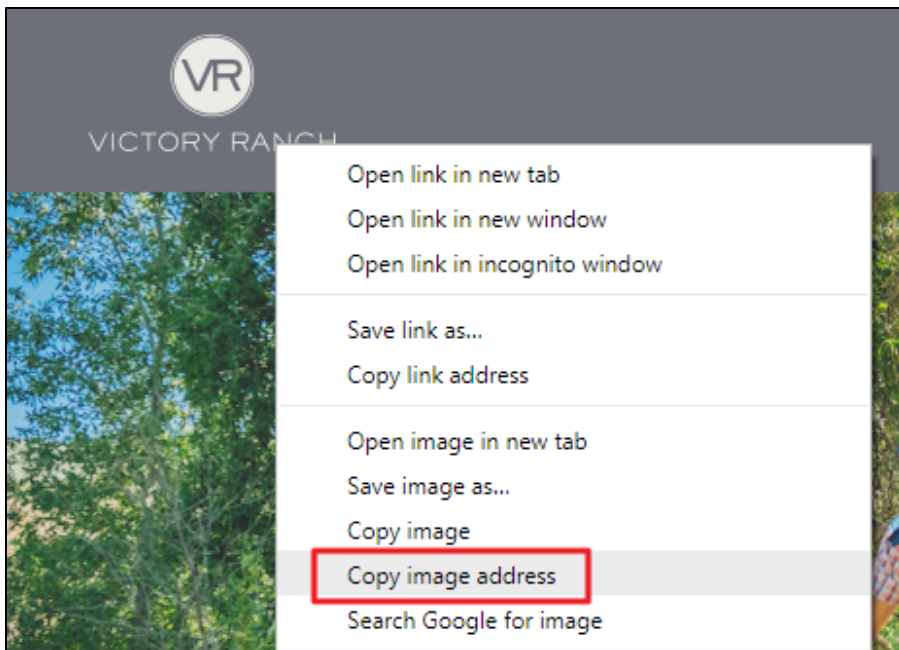
As a Club Admin, you would like to be able to Cross Market or Brand your Guest Room Confirmation emails.

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

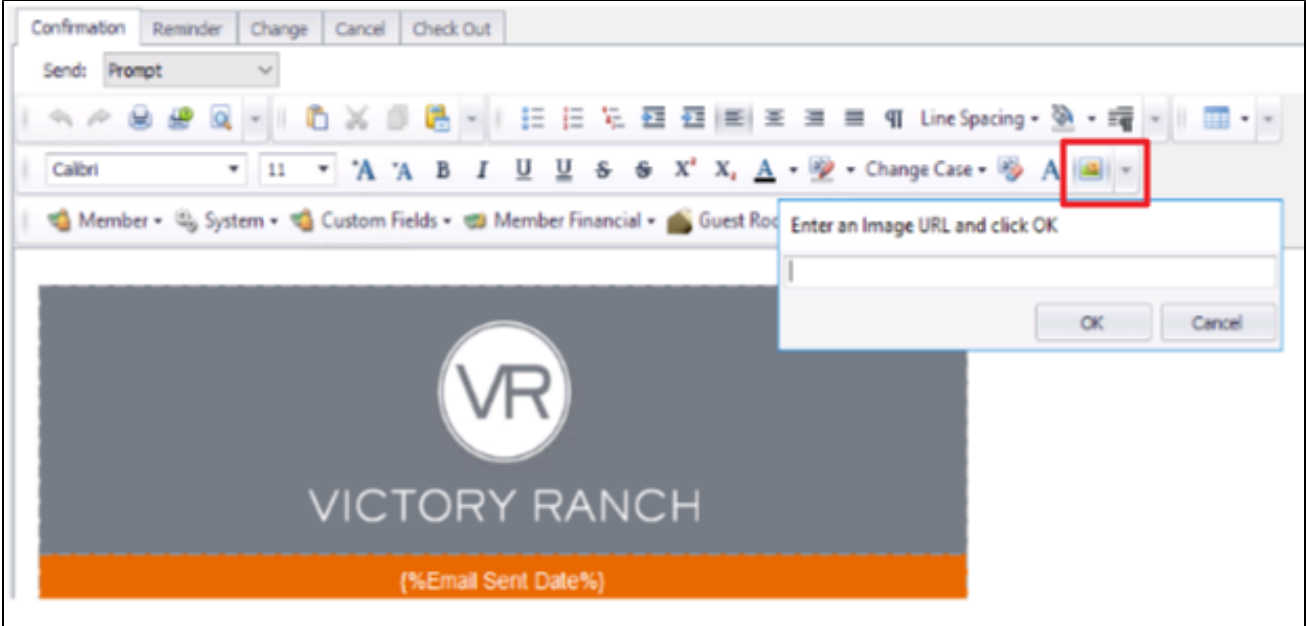
Send: Prompt

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

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, containing various icons for undo, redo, print, search, and text formatting (bold, italic, underline, strikethrough, link, unlink, text color, background color). 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 navigation tabs: 'Member', 'System', 'Custom Fields', 'Member Financial', and 'Guest Room'. The main content area displays a logo for 'VICTORY RANCH' with the letters 'VR' inside a circle. Below the logo is a placeholder for the email sent date: '(%Email Sent Date%)'. A dialog box is open over the logo, titled 'Enter an Image URL and click OK', with an empty text input field and 'OK' and 'Cancel' buttons.