

Uploading an Image to your Email Template

1. Click on the image icon within the Email Template creator.

Application Licenses Bulk Create Licenses Configure Email Template

Subject 7/100
Testing
Body 25/20000

Source Styles: Normal, Font, Size

Testing some more

body p

Save As Account Default Template Save Use Default Template Use System Default Template

Placeholders can be used in both the subject and body of the email template.

- [USERNAME] = License Username
- [PASSWORD] = License Password
- [DIRECT_DOWNLOAD_LINK] = Direct Lead Download Link
- [EMAIL] = Exhibitor Email Address
- [COMPANY] = Exhibitor Company Name
- [ACTIVATION_CODE] = Activation Code
- [ACTIVATION_QRCODE] = Activation Code_QR Code image URL
- [QUALIFIER_CONFIG] = URL to configure exhibitor qualifiers
- [EMAILBLAST_CONFIG] = URL to configure exhibitor email blast
- [#LICENSES] = Total number of licenses purchased
- <![-QUALIFIER_START]-> / <![-QUALIFIER_END]-> = Designate a particular region for qualifier related content. Surround content with start and end tags. This region will not be displayed when qualifiers are disabled for a license.
- <![-EMAILBLAST_START]-> / <![-EMAILBLAST_END]-> = Designate a particular region for email blast related content. Surround content with start and end tags. This region will not be displayed when email blast is disabled for a license.

2. Click *Browse Server* and a new window will appear.

Image Properties

Image Info Link Advanced

URL

Browse Server

Alternative Text

Width

Height

Border

HSpace

VSpace

Alignment

OK Cancel


3. You can store your own images within this root folder; however, it is recommended to create a folder and name it Images by clicking Create .

3. To add your own image to any folder, enter the folder you would like the image stored in and click the Add file button. Then select the image you would like to upload.

4. While viewing images within folders it is recommended to click the thumbnails button which makes them easier to visualize

Add file Preview Rename Download Delete Select

Order by: Name



5. When you are ready to select the image you would like, click on the image, followed by  .

6. Use the text boxes to further edit the picture and then click *OK*.

URL

Alternative Text

Width

Height
  

Border

HSpace

VSpace

Alignment

Preview
