Event Notifications

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HighLevel Events can send notifications to attendees and organizers.

Attendee notifications

Available event notifications include:

- registration confirmation;
- event reminder email.

Organizer notifications

Available organizer notifications include:

- new registration alerts;
- daily registration summary.

HighLevel currently sends the daily summary at **9:00 AM in the event timezone**.

Sender settings

Event notification settings include:

- From email;
- From name.

Use the approved Fort Adams sender information.

Do not change the sender identity without confirming that the address is approved and properly configured.

Before publishing

Review the attendee-facing confirmation and reminder messages.

Check that they contain accurate:

- event name;
- date and time;
- location;
- registration details;
- any arrival instructions.

Online events

For online events, confirm when the meeting link becomes visible to registered attendees.

HighLevel can:

- hide the join link until the event begins; or
- show it according to a custom schedule.

Official reference

HighLevel — How to Create and Manage Events

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