SAVING AN EMAIL TEMPLATE IN CONVIO

See below please...

1. **Sending an Email Template**
   - Create the text of your email.
   - Leave the "To:" field above blank.
   - If you try to save a template with an email address in the "To:" field, you will need to copy your message, log out, then log back in and start over pasting your message back into the text area.
   - Add email subject to "Subject:" line.
   - Click on the "Save as template" link above.

2. **Confirmation**
   - Your template was successfully saved.