

Automātiska e-pasta izsūtīšana visiem reģistrētajiem dalībniekiem Indico sistēmā

Ja ir Call for Abstract sadaļa

Lai izsūtītu automātisko informācijas e-pastu visiem reģistrētajiem dalībniekiem, nepieciešams pārlicināties, ka sadaļā *Call for Abstracts* visi pieteikumi ir apstiprināti.

The screenshot shows the 'Abstracts' management interface. The left sidebar contains a menu with the following items: Settings, Timetable, Protection, Organization (Materials, Contributions, Participant Roles, Program, Registration, Reminders, Roles Setup, Sessions, Surveys), Workflows (Call for Abstracts, Peer Reviewing, Editing), Services, Reports, and Customization. The 'Call for Abstracts' option is highlighted with a red box. The main area displays a table of abstracts with the following columns: ID, Title, and State. The table contains 9 rows of abstracts. The 'State' column for the third row is highlighted with a green box and labeled 'Accepted'. A red box highlights the entire table area.

ID	Title	State
<input type="checkbox"/>	1 A new frontier for non-destructive spatial analysis of pharma...	Awaiting Review
<input type="checkbox"/>	2 Control possibilities of 2,6-dimethoxybenzoic acid conformati...	Awaiting Review
<input type="checkbox"/>	3 test abstract 1	Accepted
<input type="checkbox"/>	4 APPROACH OF USING THE OPPOSITE CHIRALITY OF C...	Awaiting Review
<input type="checkbox"/>	5 GRAPHENE IN LAYERED NANOSTRUCTURES	Awaiting Review
<input type="checkbox"/>	6 Experimental and theoretical study of free volume in silicon-f...	Awaiting Review
<input type="checkbox"/>	7 FINE-TUNING SOLID STATE LUMINESCENCE PROPERTI...	Awaiting Review
<input type="checkbox"/>	8 VITAMIN B12 BLOOD LEVEL VARIATION WITH THE AGE ...	Awaiting Review
<input type="checkbox"/>	9 CYCLODEXTRIN BASED METAL ORGANIC FRAMEWORK...	Awaiting Review

Pēc abstraktu apstiprināšanas nepieciešams doties uz sadaļu *Contributions*, kurā redzams saraksts ar apstiprinājām tēzēm un to pieteicējiem. Ir iespēja iezīmēt/ iekļeksēt vienu vai vairākus iesniegumus, vai izvēloties opciju- *All*, tādā gadījumā visus.

Physical Chemistry 11 Feb
Created by Madara Rakste (mr15055@edu.lu.lv)

Contributions Settings

Manage the contributions of the event from the list below or configure the contribution types and custom fields from the settings menu above.

Switch to display view Clone

Settings Timetable Protection Organization Materials **Contributions** Participant Roles Program Registration

New contribution Remove Author list Material package Export Import Assign program codes

1 / 1 20 minutes Filters Enter #id or search string

	Title	Time	Duration	Presenters	Type	Subcontributions	Session	Track	Material
<input checked="" type="checkbox"/>	test abstract 1	Not scheduled	20m	Agris Berzins	Oral present.	Subcontributions	No session	No track	None

Pēc tam izvēloties opciju *Author list*, atvērsies atkal saraksts ar autoriem, kurā jāizvēlas, kam sūtīt e-pastu. Atzīmējam izvēlētās personas un spiežam *Send emails*.

Author list ✖

Show **Speakers** Primary authors **Co-authors** Not registered

Name	Email	Affiliation	Author type	Roles
<input type="checkbox"/> Artis Kons		University of Latvia	Primary	
<input checked="" type="checkbox"/> Agris Berzins	agris.berzins@lu.lv		Primary	

Send emails

Ja ir tikai registrēšanās anketa

Lai izsūtītu automātisko informācijas e-pastu visiem reģistrētajiem dalībniekiem, nepieciešams pārlicināties, ka atrodaties sadaļā *Registrations* un izveidotajai reģistrācijas formai jānoklikšķina *Manage* funkcija.

The screenshot shows the event management interface for "Physical Chemistry 11 Feb". On the left is a navigation sidebar with a blue button at the top that says "Switch to display view". The sidebar menu includes: Settings, Timetable, Protection, Organization (with a dropdown arrow), Materials, Contributions, Participant Roles, Program, Registration (highlighted with a red box), Reminders, Roles Setup, Sessions, and Surveys. The main content area has the event title "Physical Chemistry 11 Feb" and the creator "Created by Madara Rakste (mr15055@edu.lu.lv)". Below the title is the "Registration" section, which includes a description: "Registration forms allow people to register for the event." There are three main management cards: 1. "Payments disabled" card with a blue background, stating "Payments are disabled for this event" and an "Enable payments" button. 2. "Registration managers" card with a grey background, stating "Add/remove users allowed to manage registrations" and a "Configure" button. 3. "Participant list" card with a grey background, stating "Define how the participant list will be shown on the event page" and a "Customize" button. Below these is the "List of registration forms" section, which contains one entry: "Registration form for conference: 'Physical Chemistry'". This entry has a "Registrations 7" indicator and a "Manage" button (highlighted with a red box) next to a trash icon.

Tiek atvērts konkrētās reģistrācijas formas administrēšanas panelis, kurā jāizvēlas sadaļa *List of registrations* un jānoklikšķina *Manage* funkcija.

[Switch to display view](#)

Physical Chemistry 11 Feb

Created by Madara Rakste (mr15055@edu.lu.lv)

Registration

Manage form "Registration form for conference: "Physical Chemistry"

Registrations are open
Close now or schedule the deadline. [Reschedule](#) [Close now](#)

General settings
Edit settings for this form. [Edit](#)

Registration Form
Add, remove or modify information registrants may fill out. [Configure](#)

List of registrations
Add, remove or modify registrations. 7 [Manage](#)

Invitations
Manage invitations to register for your event. [Manage](#)

Tickets
Configure ticketing system. [Configure](#)


[Stats](#)

- Settings
- Timetable
- Protection
- Organization
 - Materials
 - Contributions
 - Participant Roles
 - Program
 - Registration
 - Reminders
 - Roles Setup
 - Sessions
 - Surveys
- Workflows
 - Call for Abstracts
 - Peer Reviewing
 - Editing

Pieejams viss reģistrēto dalībnieku saraksts, no kura iespēja atzīmēt konkrētos cilvēkus, atļeksējot ķeksīti vai izvēloties opciju *All*- atzīmējot visus. Pēc tam nepieciešams izvēlēties sadaļu *Actions*,

Physical Chemistry 11 Feb

Created by Madara Rakste (mr15055@edu.lu.lv)

Clone 

Registration

List of registrations for "Registration form for conference: "Physical Chemistry"

Customize list Register Remove Export Import **Actions** Check-in control 

  7

ID	Full name	Affiliation/ Iestāde	Checked in	Check-in date	Email Address/E-pas...	Last Name/ Uzvārds	Price	Registration Date	State	Title
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<input checked="" type="checkbox"/>	#8	Tests Tests	No		tests@lu.lv	Tests	€0.00	Jan 28, 2022, 11:48 AM	Completed	
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Back



Sadaļā Actions izvēlamies opciju Email, un tiek atvērta e-pasta rediģēšanas lauks, kurā ir iespēja norādīt no kāda e-pasta ziņojums tiks izsūtīts, tā virsrakstu un attiecīgi izveidot atbilstošo e-pasta ziņojuma tekstu. Kad tas viss ir izdarīts, spiež apakšā pogu *Send*.


Send email

From * Madara Rakste <mr15055@edu.lu.lv> ▾

CC

Beware, addresses in this field will receive one mail per registrant.

Subject *

Email body * 

Dear {first_name},

We're contacting you because you registered for the event {event_title}.

You can view your registration details on this page:
{link}

Best regards
Madara Rakste

Available placeholders
{event_link} - Link to the event
{event_title} - The title of the event
{first_name} - First name of the person
{id} - The ID of the registration
{last_name} - Last name of the person
{link} - The link to the registration details
{rejection_reason} - The reason why the registration was rejected

Advanced placeholders (toggle)