

What do the tags available from the system and email templates mean?

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This article will give a descriptions of what the tags are and how they work in the [system](#) and [email templates](#).

The tags in the templates are used to pull information and place it in an email template or a system template. The tags allow admins and staff to send messages or display information to a large number of people because the tags pull in variable information. For example, the Event Title tag will pull in the event title of whichever event a patron signs up for. If person A registers for event A and person B registers for event B, one email template can be used to send a corresponding email to both of them. Person A's event title will say A and person B's will say B. This is variable data that differs from patron to patron.

When inputting a tag, select the tag you want to bring over and click the red "<" to bring it into the text box. It will show up like this: ^TAG^ where Tag is the name of the Tag you brought over. The carrots (^) tell the system to pull that data, so they should not be removed.

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