




Email Users Who Are Registered for a Training Session

You can send an ad-hoc email to communicate with everyone registered to attend an upcoming training session. This ad-hoc email is sent in addition to the system emails configured during session setup.

1. In the menu, select **ILT Admin** and select **Manage Events & Sessions**.
2. Search for your event, then select **View Sessions**.
3. Select the **Roster** under the Options column for your session.
4. From the Session Roster, Parent Roster page, scroll to the top of the roster table.
5. Select the **Ellipsis** button  and select **Email Registered Users**.
6. Configure the email to send. This will only go out to registered users, not those who have withdrawn or are pending approval.
 - a) Use the dropdown next to the From Address field to select the default email address (NoReply@training.wisconsin.gov).
 - b) Choose which email address to direct replies to. Usually, you'll use your own email address, but in some circumstances, you may wish to direct replies to the instructor or training contact.
 - c) This screen also shows the list of users, by name, who will receive this email. You cannot change this list.
 - d) Configure the email. Set the subject and message, and attach any documents as needed. You can include email tags if you'd like – there's a link to the list of tags you can use.
 - e) Set the date and time for sending the email.
 - f) Select **Save**. You will not be able to edit the email after you save it.



Using an email address other than NoReply@training.wisconsin.gov in the **From Address** field email will not allow the email to be delivered to external users, aka self-registration users. However, if the roster only contains internal employees, you may use a different From Address if desired.