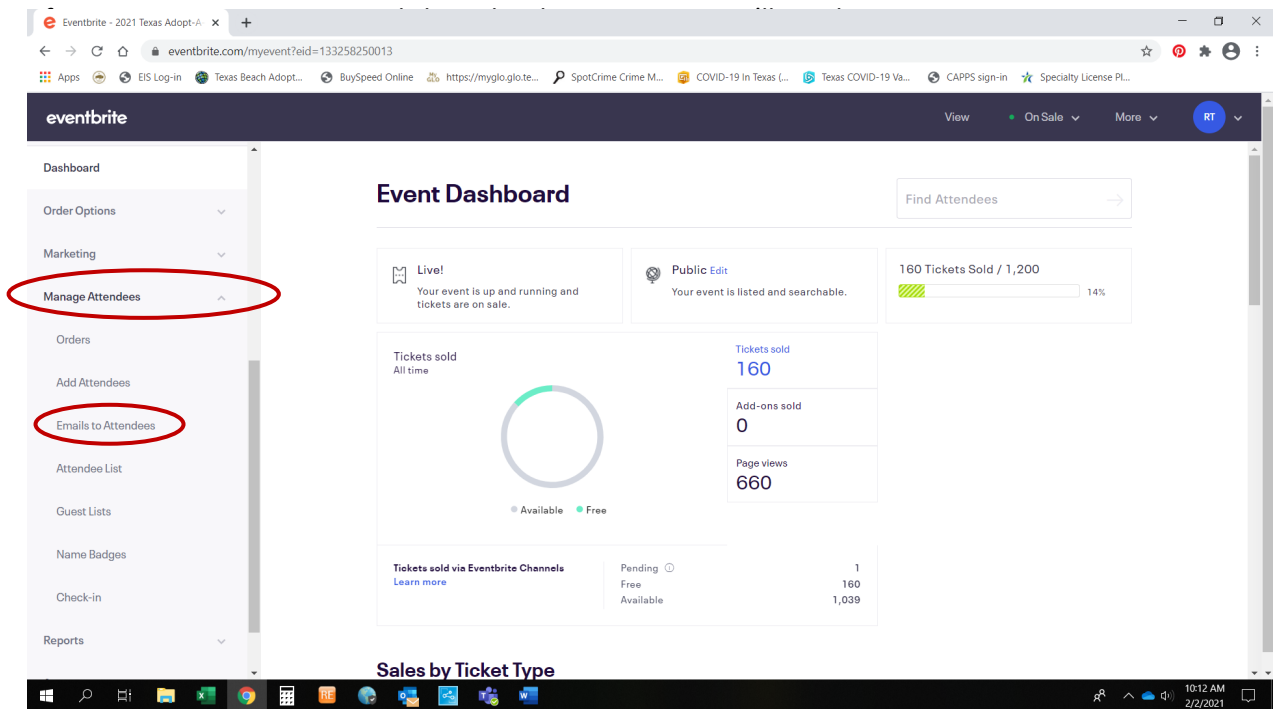
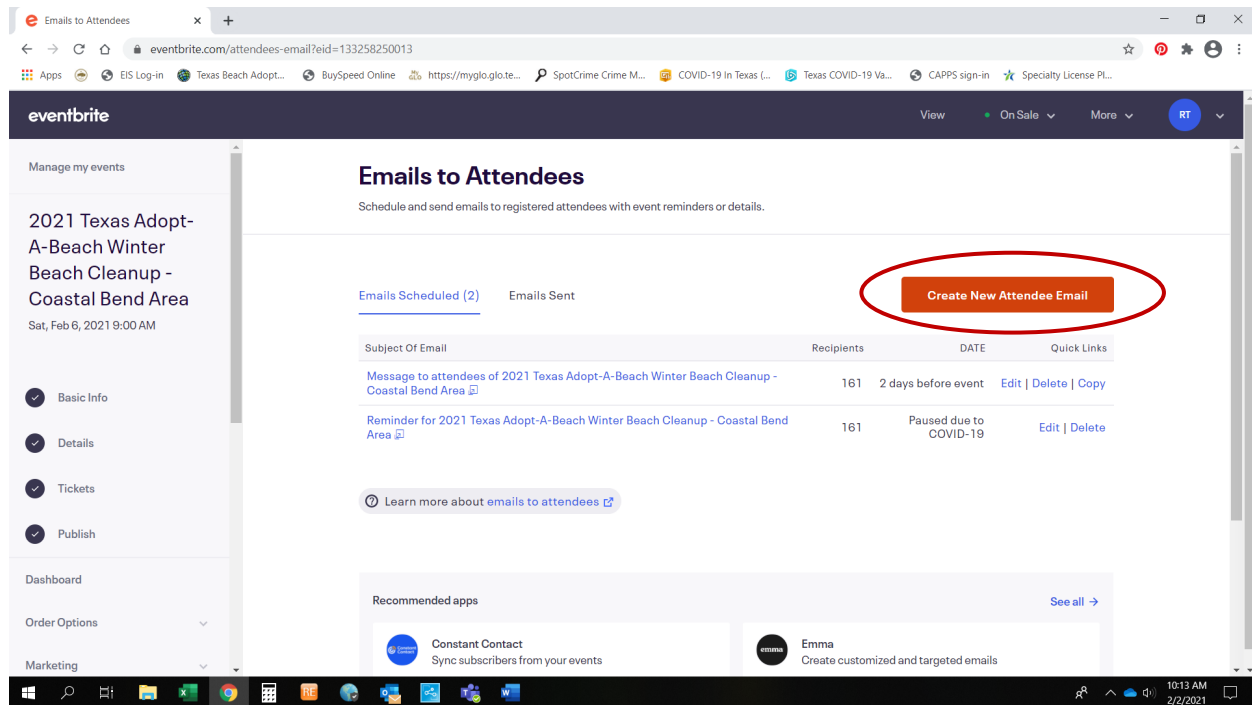


# How to send an email to a specific group of cleanup registrants

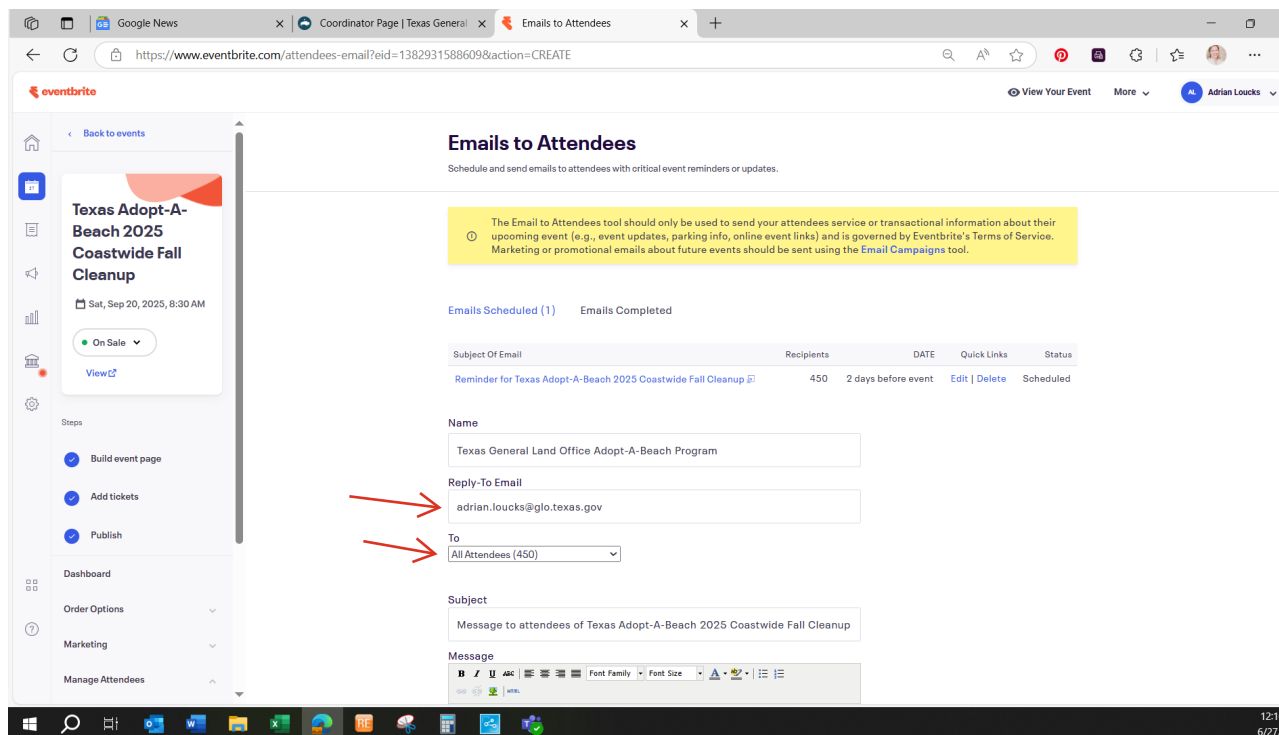
Updated June 27, 2025



On the left navigation, click on the Manage Attendees drop-down, then click on Email Attendees.



Click on “Create New Attendee Email” and you will get some options.



Update the Name, Reply-to email etc, as necessary, then click on the “To” section drop-down menu, and select “Attendees By Ticket Type.” This will let you select volunteers that have registered for a specific cleanup location.

The screenshot shows the Eventbrite interface for managing an email campaign. On the left, a sidebar lists event details and management options. The main area displays a list of ticket types with columns for 'TICKET', 'PRICE', 'SOLD', and '# ATTENDEES'. A red arrow points to the 'Boea Chica Beach' ticket type, which has 116 attendees. Below the list, there are fields for 'Subject' and 'Message' to customize the email content.

TICKET	PRICE	SOLD	# ATTENDEES
<input type="checkbox"/> Aransas Pass/Redfish Bay	0.00	0	0
<input type="checkbox"/> Austwell	0.00	0	0
<input type="checkbox"/> Baffin Bay/Loyola/Riviera	0.00	40	40
<input checked="" type="checkbox"/> Boea Chica Beach	0.00	116	116
<input type="checkbox"/> Boggy Nature Park/Port O'Connor	0.00	0	0
<input type="checkbox"/> Bolivar Peninsula/Crystal Beach	0.00	3	3
<input type="checkbox"/> Chambers County	0.00	0	0
<input type="checkbox"/> Cole Park/Corpus Christi	0.00	1	1
<input type="checkbox"/> Fulton/Rockport Beach	0.00	0	0
<input type="checkbox"/> Galveston Island	0.00	105	105

**Subject**  
Message to attendees of Texas Adopt-A-Beach 2025 Coastwide Fall Cleanup

**Message**  
A Message from Texas General Land Office Adopt-A-Beach Program:

Select your cleanup site.

This screenshot shows the 'Send Test Message' and 'Send Email' sections of the Eventbrite interface. The 'Send Test Message' section includes a 'Send Test' button. The 'Send Email' section allows scheduling the email campaign, with options to 'Send Now' or schedule for a specific time and date. The 'Subject' and 'Message' fields are visible at the top of the main content area.

**Subject**  
Message to attendees of 2021 Texas Adopt-A-Beach Winter Beach Cleanup -

**Message**  
A Message from Texas General Land Office Adopt-A-Beach Program:

☒ Include event details

Send Test Message To  
adrian.loucks@glo.texas.gov Send Test

Send Email:  
☒ Now  
☐ [ ] at [01] [00] [AM]  
☐ Days Hours Minutes Before the event starts  
Send Now Cancel

Then complete your subject and message to the attendees and schedule when to send your message.