



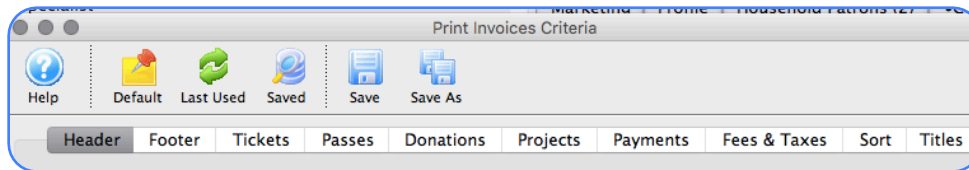
ADDING PATRONS TO MAIL LISTS

THERE ARE

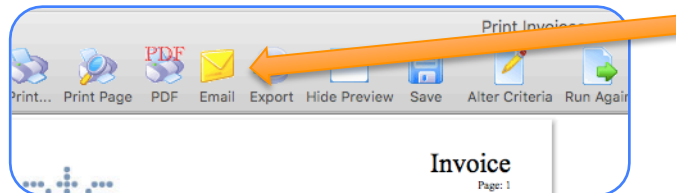
UNDER “BOX OFFICE” IN EMPLOYEE PREFERENCES, CHECK THIS:

Email PDF confirmation of sale to patron

NOW, INVOICE BUILDER POPS-UP WHEN YOU CLOSE AN ORDER.

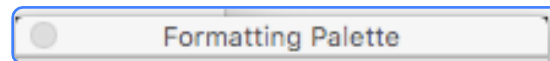
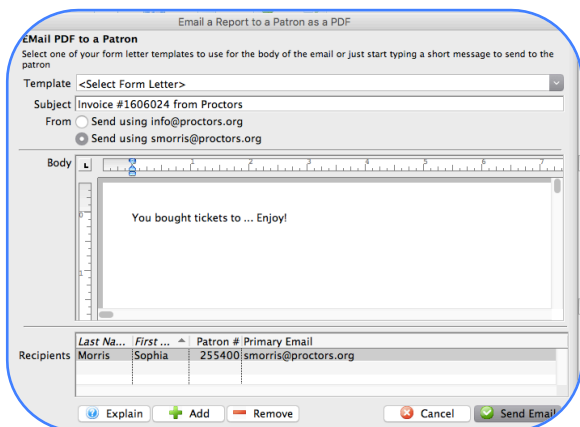


MAKE YOUR EDITS & FINISH THE INVOICE, THEN CLICK “E-MAIL”.



EDIT SUBJECT, MESSAGE & SENDER ADDRESS, THEN HIT “SEND”.

There’s even a formatting toolbar!



**FRIENDLY REMINDER #1. CHECK THE PATRON’S E-MAIL FIRST!
#2. SYSTEM E-MAIL DETAILS LIVE UNDER “LETTERS” IN PATRON ACCOUNTS!**

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:
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