## **Season Pass Renewals: Send out form**

Please fill out all the fields in this form, and return it to [support@ticketco.net](mailto:support@ticketco.net) or the support agent assisting you with your renewals. This allows us to quickly and efficiently set up your email and text message send outs with all the information you would like. Once we have prepared your email and text message, we will forward you some previews.

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The name of the club/organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time that you would like your email and SMS sent out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Email

| **Header image for your email**  Please insert link to image, or paste in image here. |  |
| --- | --- |
| **Subject line** |  |
| **Email body 1**  Please indicate if there is any text which should be in bold, italics, or set to different heading styles. You can also include links here. This text is displayed **above** the reservation summary and renew button. |  |
| **Button colour**  Please provide colour code in HEX or RGB |  |
| **Button text**  Please provide text e.g. “Purchase here!” “Renew now” |  |
| **Email body 2**  Please indicate if there is any text which should be in bold, italics, or set to different heading styles. You can also include links here. This text is displayed **below** the reservation summary and renew button. |  |

### SMS

This is optional. You can choose to send out an email alone, or an email and text message. You cannot send only a text message.

| **Message sender name**  This will be displayed as the sender of the message, maximum 10 characters |  |
| --- | --- |
| **Message body 1**  Message body 1 and 2 should not exceed 160 characters in total. This is displayed **above** the renew link. |  |
| **Message body 2**  Message body 1 and 2 should not exceed 160 characters in total. This is displayed **below** the renew link. |  |

### Other information

Please provide any other important information regarding which customers should receive the email and SMS send outs. It might be the case that you would not like to deliver emails to VIP customers, or to those with reservations in the standing area, so please provide clear instructions regarding this below.

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