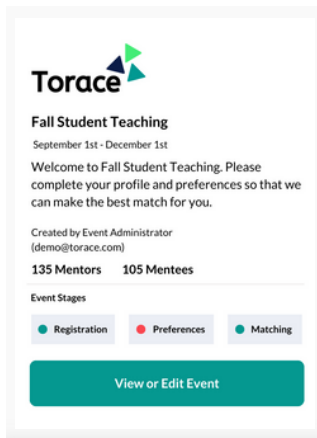


One-Pager Explainer: Custom Messages

Event Administrators can use Torace to display and send custom messages to participants. Here are 4 ways to customize your communications.

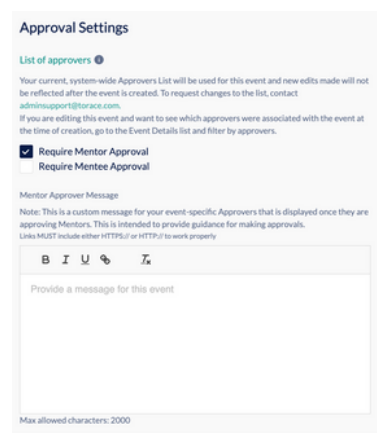
1. Event Descriptions

The Event Description is visible to all participants and is also included in the Match Notification Message. The Event Description is required to create an event and can be edited at any time. Basic text features as well as link embedding are available.



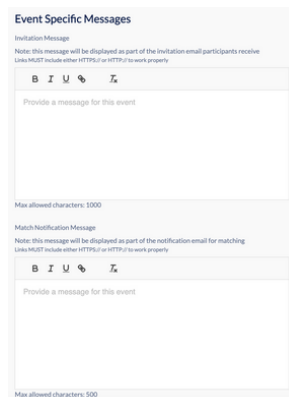
2. Approver Messages

The Approver Message is only visible to participants listed as Approvers for an Event and can be customized for each event. When the Approver views their pending approvals, the message will appear above the list of Mentors needing approval.



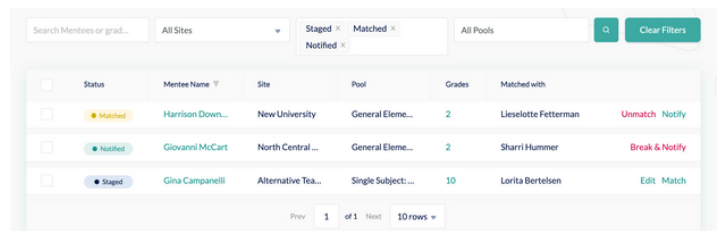
3. Invitation Messages

If you will be sending email invitations through the Torace platform, the Invitation Message can be customized and added to the default Torace invitation email. This is optional and it can be added or edited at any time.



4. Match Notification Messages

Custom Match Notification Messages are added to the default Torace match email and will be sent when participants are matched and "Notify" is clicked. These messages can be sent individually or in bulk.



Help:

More information about Custom Messages can be found in the "Help" section in your account menu. Click the 3 horizontal lines. If you would like to see the default Torace messages that your custom message(s) will be added to, they can be found here too.

Torace Tip: You can customize "Invitation Messages" for different audiences. Copy/paste your custom message into "Invitation Messages" and send it only to Mentees and then repeat the same for Mentors.

