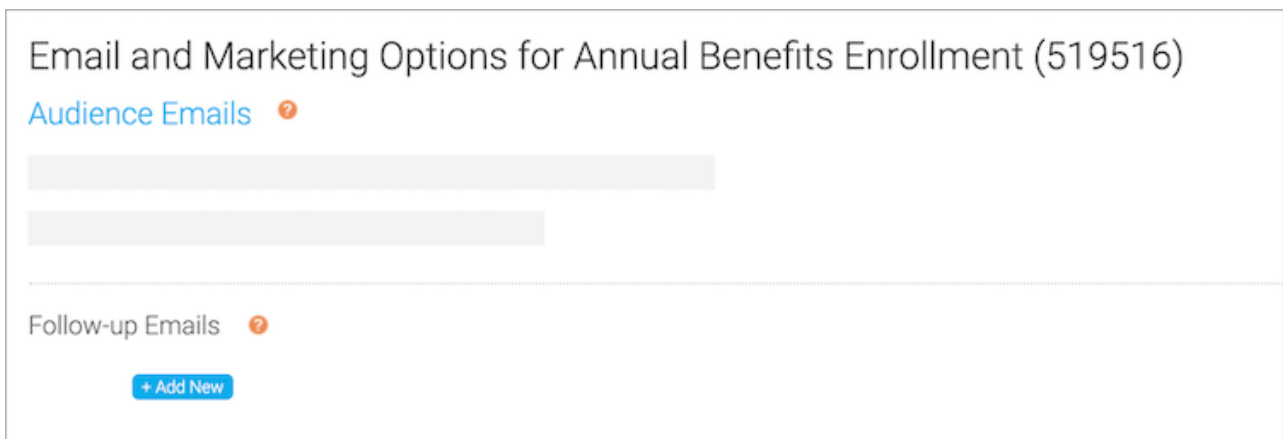# Send reminder emails for a converted Simulated Live event

When you convert a Live event into a Simulated Live event or change a Simulated Live event from live acquisition to pre-recorded content, the Event Reminder Emails option is no longer available. To send reminder emails for a converted event, create a follow-up email and use the "did not attend" option to send it to registrants (they haven't attended it yet).

Schedule and send reminder emails

To schedule reminder emails for a converted Simulated Live event:

1. Sign in to the Webcast Admin portal and edit the event.

2. On the left panel, click the **Email & Marketing** tab.

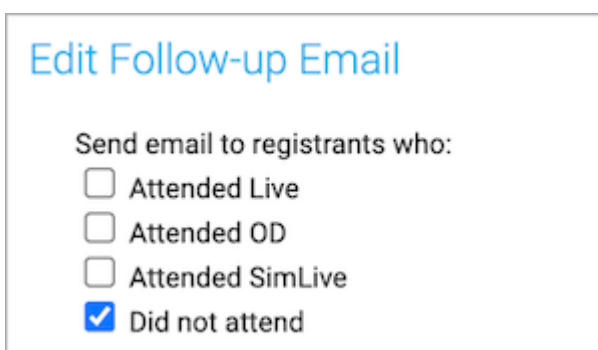3. In the Audience Emails section, under Follow-up Emails, click **+ Add New**.

4. In the Edit Follow-up Email window, under Send email to registrants to:, select **Did not attend** and clear the other checkboxes.
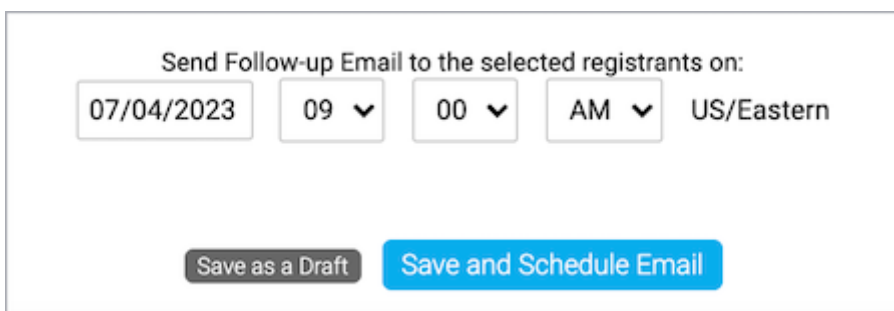
5. Optional. Delete the placeholder text in the From Name, Reply-To Email, and the Email Subject fields and enter new text.

6. At the right side of the text editor, click **</>** to switch to code view.

7. Delete all the placeholder code.

8. Paste your custom code or click **</>** again to switch back to the text editor view to add text, images, or links.

9. Click **Schedule Email**, select the date and time you want to send the email, and then click **Save and Schedule Email**. You can also optionally save the email as a draft and schedule it later.
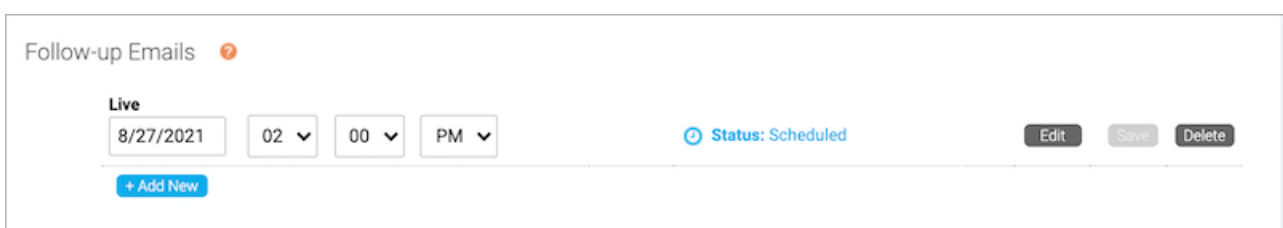

10. Click **Save and Continue**.

Preview your work

You should always send yourself the email before sending it to attendees.

To preview the follow-up email:

1. In the Webcast Admin portal, edit the event.

2. On the left panel, click the **Email & Marketing** tab.

3. In the Audience Emails, next to the email you scheduled, click **Edit**.

4. Under the text editor, next to Send a test email to, enter your email.

5. Click **Save and Schedule Email**.

6. Click **Save and Continue**.

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