

Resending booking confirmation

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Quick Steps: TicketDesq > Form > Ticketholders

1. Within the Management Console, select **TicketDesq** from the top menu and select the appropriate **Form** you wish to resend a confirmation email from
2. Click **Ticketholders**
3. Find the ticketholder you wish to send a confirmation email too and click the **Confirm** icon. This will ask for confirmation, click **Email booking confirmation** if you wish to proceed

Records: 1 of 1

Last Name	First Name	Date	Reference	Source	Edit	View	Confirm	Cancel	Email
Test	Test	21-Sep-2016	932964						

Booking Confirmation ✕

Confirm Your Request To Email A Duplicate Booking Confirmation ?

An alternate way to do this is through **Tickets**, click on the appropriate ticket and click any of the Blue link buttons. Here you can click **Booking confirmation**

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