

**{PresentationFileName}** - inserts the presentations file name.

**{PresentationName}** - inserts the name of the presentation.

**{PresentationStartTime}** - inserts the start time of the presentation.

**{PresentationEndTime}** - inserts the end time of the presentation.

**{PresentationStartDate}** - inserts the start date of the presentation.

**{PresentationEndDate}** - inserts the end date of the presentation.

**{PresentationFacultyDisclosure}** - inserts a link to the faculty member's completed disclosure form.

**{PresentationDownloadLink}** - inserts a link to download the Presentation file.

**{ActivityName}** - displays the activity name. This merge field can be used in emails sent from screens where an activity has to be selected from the dropdown like registration reports, evaluation reminders, faculty management, etc. This merge field can be used within an email template where you select the activity.

**{Agenda}** - this merge field inserts the agenda for the faculty member into the email that can be distributed from the Faculty Management screen or Email Final Agenda screen.

**{ActivityCode}** - inserts the activity code for the activity.

**{EventDate}** - inserts the activities start date without any preceding 0's.

**{EventName}** - inserts the name of the activity.

**{UserID}** - inserts the user's ID (not membership ID).

**{Email}** - displays the email address assigned to that user. This merge field can be used in any email template and the data pulls from Membership Manager.

**{Salutation}** - inserts the attendee's salutation, (Mr., Mrs., etc.)

**{FullName}** - displays the full name of the recipient in the format of Salutation, First name, Middle Initial, Lastname, Suffix, Degree. This merge field can be used in any email template and the data pulls from Membership Manager.

**{FirstName}** - displays the first name of the recipient. This merge field can be used in any email template and the data pulls from Membership Manager.

**{MiddleInitial}** - inserts the middle initial of the recipient.

## Email Merge Fields

**{LastName}** - displays the last name of the recipient. This merge field can be used in any email template and the data pulls from Membership Manager.

**{Degree}** - inserts the degree of the recipient.

**{OrganizationName}** - inserts the organization name from the users profile.

**{MyTasksLink}** - inserts a link to the Faculty Task area.

**{SiteURL}** - inserts a link to the users organization's CloudCME home page.

**{LoginDetails}** - displays an html link to the login for the site, along with the username and a link to re-set then password for the recipient. All links will take the individual to the Attendee Portal. This can be used within email templates that distribute to non-SSO users only. Single sign-on (SSO) is an authentication process that allows a user to access multiple applications with one set of login credentials. SSO users have an institutional login which is not stored in CloudCME® and therefore cannot be contained within an email template.

**{IncompleteTasks}** - this merge field is only for use in follow ups to faculty. By adding this field, a listing of all incomplete forms will be added to the faculty email. This merge field can be used within email templates that distribute to faculty for non-SSO users only. SSO users have an institutional login which is not stored in CloudCME® and therefore cannot be contained within an email template.

**{CompletedTasks}** - any task assigned to Faculty that has been completed.