# Certificate of Attendance

This is a certificate which will be sent out to each attendee after the conference (often they need this for their studies, work etc.)

* Create a Certificate of Attendance in EA: (If this conference took place a few years before look for this conference in EA or a conference with a similar colour)
* Go to “Reporting” on the bottom
* Click on the “Contact” tab
* There will be a “Certificate of Attendance”
* Click on it (do not double click) and select “Copy” on the bottom
* Click “this event only “and save
* Click to rename
* Then re click on the name and wait for the editor to open ( this can appear as another EA tab at the bottom of your screen)
* Edit logo, text and signature to create your new certificate.
* Create an email to attach the document to: by going to “Communications tab” in EA
* Click on “New” next to “Merge docs”Title: Conference name + Certificate of Attendance

🡪Type: Confirmation

🡪Brand: Select the conference Brand (To attach the logo)

🡪Click on “Create”

* You will be able to build an email now:

🡪Take a look at other emails to send certificates (You will need to attach the before created document by dragging the field “attach personalized document” and drag a “HTML” field to put in a short text explaining the reason of the email)

🡪Click on “Close” on the bottom to close and save each field

🡪On the top right side you will see “Builder”and “Details”

🡪Click on “Details” and fill in the correct details:

-Title: Certificate of Attendance

-Subject: Conference name + Certificate of Attendance

-From Name: Conference name + Conference Secretariat

-From Email: Conference email address

-Brand: Select the conference brand

🡪Click on “Save”