

Pending Registration Parent Email Template

Ready-to-send swipe copy to re-engage families who haven't completed enrollment.

HOW TO USE THIS TEMPLATE

Two ways to reach families with a pending registration:

1

Send it now

Parents › More › Select Parents with a pending registration in season › Parent Actions › Send Email to Selected Parents — then paste the template directly.

2

Save it as a reusable template

More › Settings › Communication Settings — save it to use anytime with Robo-Mailer.

Before You Send

Replace [\[Paste Your Parent Portal Link Here\]](#) with your studio's Parent Portal URL before sending. Including the direct link makes it as easy as possible for families to complete their registration.

EMAIL TEMPLATE

SUBJECT	You're Almost Finished with Registration!
BODY	Hello, We noticed you recently started the registration process but didn't have a chance to complete it. If you still plan to register, we'd love to welcome your family! Simply log back into your Parent Portal using the link below to finish your registration and reserve your spot. Parent Portal: [Paste Your Parent Portal Link Here] If you have any questions or ran into any issues while registering, please don't hesitate to reach out. We're happy to help! We look forward to seeing you soon! Warmly, [Studio Name]