

Tips and Techniques for Creating CampTrak Event Letter Templates

Begin with the form that you see when you click the **Custom Conf Letter** button on the Events | Edit screen. This will give you the precise names of the fields you will need when you insert bookmarks into your event letter template(s) and show you how the data is formatted when it is inserted into those bookmarks.

Confirmation Letter

For this export to work, there must be a .dot file in the word template directory with bookmarks that match the names of these fields. Close

Export

RecordID	47	TotalCharges	\$385.00
EventName	Winter Family Weel	TotalPayments	\$0.00
LastName	Anderson	Balance	\$385.00
FirstName	George		
Company:			
Address	8361 Winding Road		
City	Appleton		
Zip, State	54912- WI		
HomePhone	(920) 734-5656		
PrimaryChurch	St Pauls Lutheran Church		

DateRegistered	1/10/2002	AttendeeList	Attendee List Printed Here
Site	Camp Luther	HousingDetail	Housing Detail Printed Here
StartTime	7:00 PM	Transactions	Transaction List Printed Here
EndTime	3:00 PM		
StartDate	1/25/2002		
EndDate	1/27/2002		

Then, open a new blank document with MS Word as a template. Setup your page margins, size and source...you might setup to use letterhead from your printer's manual feed, for example. If you are not using letterhead, create the heading that identifies your camp, add a graphic element, etc. Insert a field to print the system date in an appropriate spot...use the field options to format as MMM d, yyyy.

Now type the letter as you want it to read and look using the bookmark names where you want to insert data from the gift record, for example: "Thank you for registering for EventName".

Setup MS Word to show bookmarks from Tools | Options | View.

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Finally, replace each bookmark name with an actual bookmark as follows...

1. Highlight a bookmark name
2. From the toolbar Insert | Bookmark
3. Type the bookmark name exactly as shown above (Add a sequential digit for repeat uses)
4. Click **Add** to insert the bookmark

Additional tips about bookmarks...

- Remember to show bookmarks using the View tab at Tools | Options
- You must add a sequential digit to the bookmark name to use it a second, third, time in a template
- Choose the Sort By Location option on the Insert | Bookmarks form to see your bookmarks in the order that you are using them
- In the Insert | Bookmarks form you can highlight a bookmark and click **Go To** to see where it is used

Tips about saving templates...

- Must be saved as a template type file (ends in .dot)
- And saved in the MS Word General Templates folder (using the .dot file type will default to this directory)