Create Custom Real Estate Simulator 2 – Invitations and Results Email Templates

You can create customized email templates for Real Estate Simulator assessments from the Settings tab.

- Click **Settings**. *Screen shot below.*

- Select **Template Management**. Select **Invitation** or **Results**. *Screen shot below.*

- **Select Assessment**. *Screen shot below.*

- **Select Template Type**. *Screen shot below.*
- **Template Name** – Enter custom name; then update your text. *OPTION: Click Placeholder icon to insert FN (in text box type: Dear – then select placeholder icon for first name). Do not remove placeholder for assessment link. Click Add/Update. Screen shot below.*

![Template Name](image)

```
Dear
An important step toward a career in Real Estate is being able to evaluate your relevant sales skills. Our Real Estate Simulator offers an assessment to help you understand where your strengths lie, and how to foster those skills to achieve success in the industry.
```

- **At Home**, select prospects with checkmark in box. Hover mouse over Send Email; select **Send Assessment Invite (or Send Assessment Results.)** Screen shot below.

![At Home](image)

- **When assessment invitation populates, click into selection box for assessment stage. For example, this prospect is Not Invited Yet.**
- **At Template**, drop down selection box and highlight to select customized invitation. *Screen shot below.*

![Assessment](image)

```
Not Invited Yet
```

```
Template: Not Invited Yet
```

```
Template: Custom Sales Invitation
```

- **Add additional text in text window, if needed. Do not remove placeholder for assessment link. Select signature; click Send to All Selected Recipients. Screen shot below.**

![Add Additional Text](image)