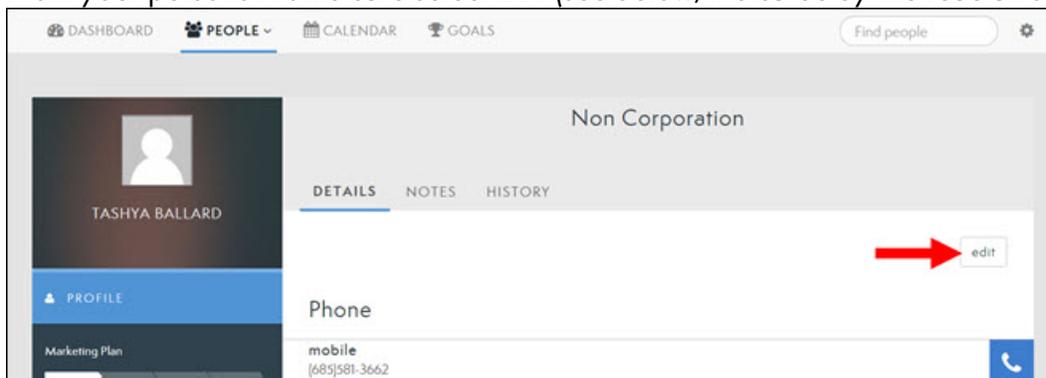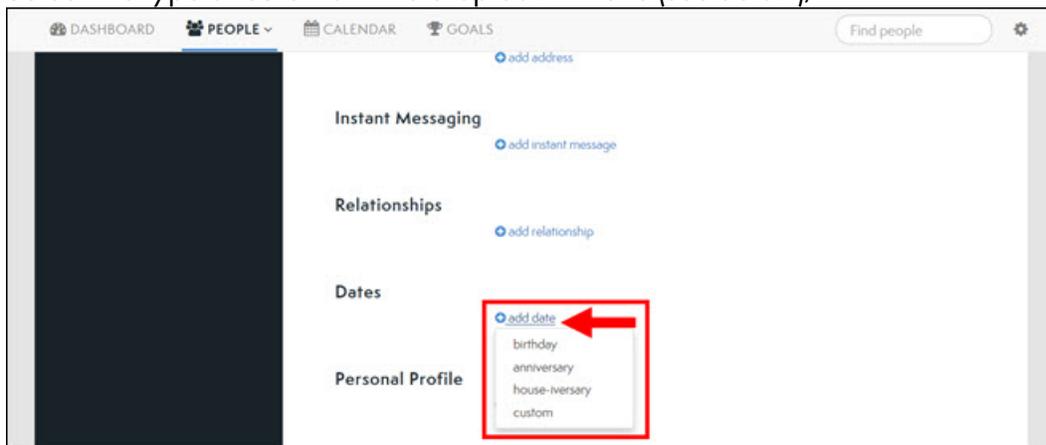# Special Dates: Adding to Calendar and Sending Email

Keep your sphere in flow and in constant contact by using special dates like Birthdays, Anniversaries, and House-iversaries as regular touch-points. You can send emails or send a gift using Loop and Tie!

Adding Dates to your People

1. From your persons Profile card select **Edit** (see below, indicated by the read arrow).

2. Select the type of date from the drop down menu (see below),

3. Enter date.

Adding to Calendar

You can choose to automatically add all Special Dates to your calendar by setting this in your <u>Preferences menu</u>.
To add a specific date to your calendar:

1. Select your person's profile and scroll down to the **Dates** section.
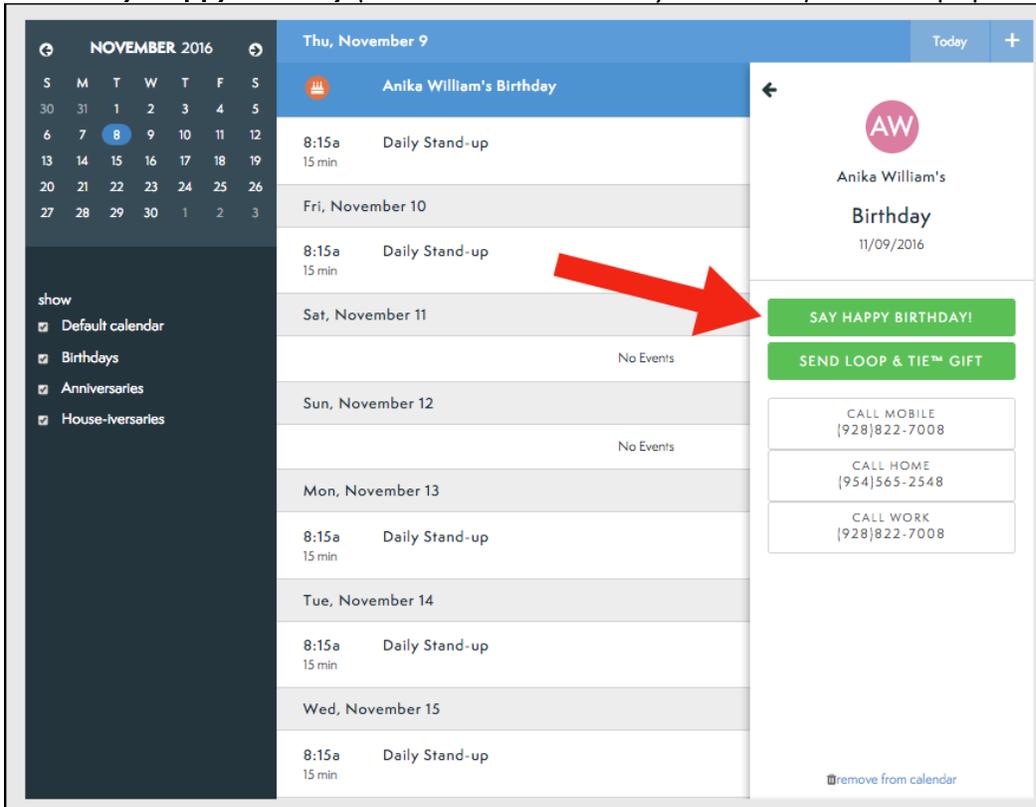2. Click on **add to calendar**.
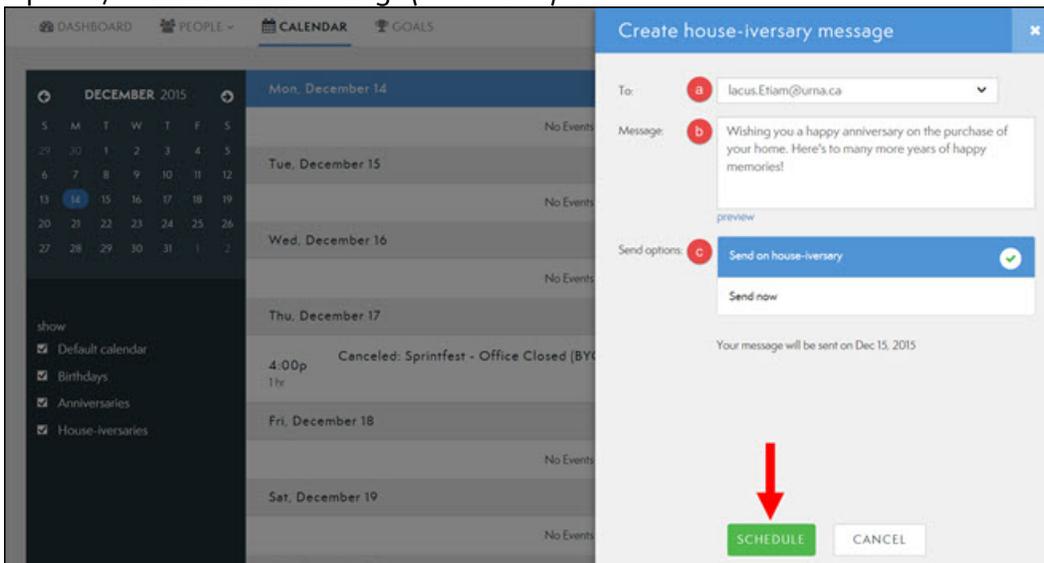
Sending Special Date Email

1. Select your person's profile and scroll down to the **Dates** section.
2. Click on Calendar icon next to the date for which you want to send an email (see below, indicated by red arrow).

3. Select **Say Happy Birthday** (see below, indicated by red arrow) from the pop-out panel.

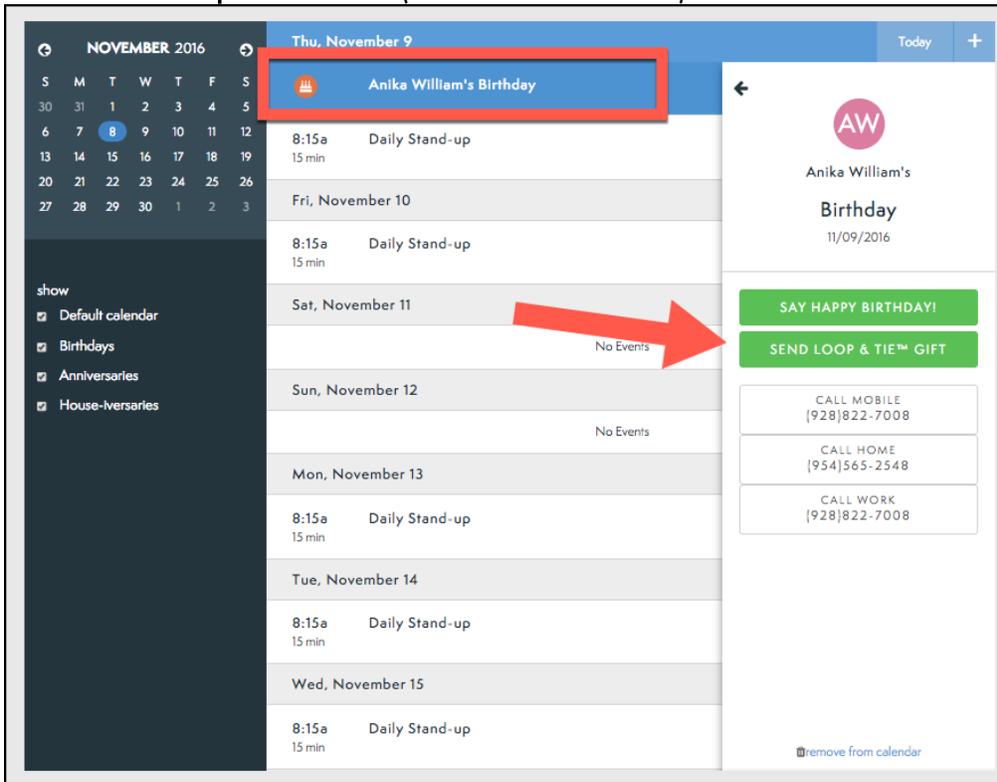4. Update/confirm email settings (see below).

   a. Select appropriate email address
   b. Update message
   c. Select to send immediately or on date of event.

5. Click **Schedule**.

Sending Special Date Gift

1. From the calendar, select the event, for which you would like to send a gift. (Circled in red below)
2. Select **Send Loop and Tie Gift** (See red arrow below).

3. This will bring you to your Loop and Tie account.
   a. If you have any issues with your Loop and Tie account, please contact the support team using the chat box (See below)