



Tai Chi for Arthritis

Email Templates

Virtual Workshops

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INITIAL CALL TO PARTICIPANTS

Your class is scheduled and participants are registered. Contact each participant and gather pertinent information to move forward with a virtual workshop.

General information to collect

- First and last name
- Address
- Phone number (you already have it!)
- Email address—it is very important to get the correct email address so that you will be able to email pertinent class information as described below

Points to discuss with, ask of participants on the initial call

- **Share/clarify information about the workshop**
- **Ask participants the following questions to help with technical assistance:**
 - What type of technology will you use to access the virtual workshop i.e. computer, tablet or smartphone
 - Do you have internet access
 - Do you have sufficient bandwidth support
 - Have you ever used a video/virtual platform such as Zoom, Skype, etc.
- **Inform participants that the technical assistant (TA) will contact them before the start of the workshop to:**
 - Ensure they can access the virtual workshop platform
 - Practice using platform functions
- **Tell participants they will receive a reminder email the day before the workshop begins with the following:**
 - Link to virtual workshop
 - Days, dates and time of workshop
 - Instructions to access a virtual workshop platform (if needed /requested)
- **If you do not have a technical assistant, provide the participants with your information to call you if they are having difficulty accessing Zoom.**

SESSION ONE WORKSHOP REMINDER EMAIL TO PARTICIPANTS

Here is an email template to remind participants of the workshop; this should be sent the day before Session 1. Customize the email with detailed workshop information in the areas highlighted in yellow. **Put the participants' emails in Bcc to protect their privacy.** Copy both yourself and your tech assistant on the email.

Subject: Tai Chi for Arthritis Virtual Workshop

Hello!

Just a friendly reminder that tomorrow is the first session for the Tai Chi for Arthritis virtual workshop.

Please click on the Zoom link below to access the virtual workshop each week. Please try to access the meeting 15 minutes before the start of the workshop.

- Workshop link: **Zoom Link**
- The workshop will meet on **Days, Date through Date**
- **Time**

We look forward to seeing you tomorrow!

Text Message Reminder

For participants who have cell phones, a text message is a good reminder. This is especially valuable for the first session. You can use RingCentral to send out texts. Send out 1 hour before the workshop begins.

Customize the email with detailed workshop information in the areas highlighted in yellow.

During the first session, check with the participants to see if they find this reminder helpful, and if yes, send out a text reminder before each session.

This is **your name** with a friendly reminder that the first session of **Workshop Name** begins today, **Date** at **Time**. Please click on the link below to access the Zoom workshop each week. Please access the meeting 10 minutes before the start of the workshop **(time)**.

- Link to access the workshop: **Insert Zoom Link**

WEEKLY WORKSHOP REMINDER WITH ZOOM LINK

Below is an email template to participants as a weekly reminder of the virtual workshop. Areas highlighted in yellow are for you to customize the email with detailed information pertinent to your workshop. Send this email either the day before or day of your scheduled virtual workshop.

Subject: Zoom link for Tai Chi for Arthritis

Greetings,

Please click on the Zoom link below to access the Tai Chi for Arthritis virtual workshop each week. Please try to access the meeting 10 minutes prior to the workshop start time.

- The workshop is scheduled for **Days, Date through Date**
- **Time**
- Click on this link to access the workshop: **Zoom Meeting Link**

If you are having difficulty accessing Zoom, please contact **Name of Technical Assistant** at **Phone Number**.

Thank you and we look forward to seeing you soon!

WORKSHOP FORMS EMAIL

Below is an email template for participants with links to workshop forms. This email should be sent following Session 1 of the workshop and Session 2 if new participants join. Make sure to include your Workshop ID! You can choose to mail participants paper forms with prepaid envelopes OR use the electronic links below.

Subject: Tai Chi for Arthritis Workshop Forms

Greetings!

Thank you for joining the workshop. We would greatly appreciate your completing the forms listed below. By filling out these forms, this information helps us learn how to improve our program and continue to provide the workshops at no cost to community members. Please include your Workshop ID number on the forms where requested.

Workshop ID#: Insert ID#

Workshop Forms - Click on the links below to access forms. Don't forget to include your Workshop ID!

- [Media Photo Release Form](#)- *Please fill out and submit electronically*
- Registration Form and Pre-Survey- *Please fill out and submit electronically*
Leaders need to email Amanda.Moudry@ageoptions.org to request a survey link. When you receive the survey link, link the survey above

Virtual Workshop Link

Click on the Zoom link below to access the virtual workshop each week. Please try to access the meeting 15 minutes before the start of the workshop.

- Link to access the workshop: Insert Zoom Link
- The workshop will meet on Day, Date through Date
- Time

Thank you!

FINAL THANK YOU EMAIL

Send a thank you email to participants within two days of completing the virtual workshop. The template below acts as a reminder for participants to submit the post-survey as well as solicit feedback. The areas highlighted in yellow are for you to customize the email to your workshop. Make sure to include your Workshop ID! You can choose to mail participants paper forms with prepaid envelopes OR use the electronic links below.

Subject: Thank you for participating in the workshop!

Greetings,

You did it! Congratulations and thank you for participating in the Tai Chi for Arthritis virtual workshop! I have enjoyed spending these past weeks with you by computer, tablet and smartphone; we hope that you, too, have enjoyed this new way of meeting. I also hope that the time you have spent with me has increased your confidence in preventing falls and physical activities. We ask that you please take the time to complete and submit the post workshop survey as your feedback is very important to me. Simply click on the link below to access the form. Don't forget to include the Workshop ID!

Workshop ID: Insert ID#

Click on the link below to access the form. Don't forget to include your Workshop ID!

- Link to Post Survey- *Please fill out and submit electronically*
Leaders need to Amanda.Moudry@ageoptions.org to request a survey link. When you receive the survey link, insert the link above.

If there are any thoughts you would like to share with me regarding the workshop, I would love to hear from you. If you do wish to communicate or express any views, please either write, call, or email me. Here is my contact information:

Name
Organization
Address
City, State, Zip
Phone number
Email

Once again, thank you for participating in the virtual workshop and good luck!

Best,