

# Emailing unique links

Once locations have been added for an organisation or individual, draft an email to them asking that they complete the Technical Request Form, and include the unique link for each location they are responsible for. (Do not right-click the link in the *Locations* list, as that will copy an *Airtable* link instead of the correct *Fillout* link.) Hover over the line for a location and click *Open*, then right-click the link in the side-panel that appears and select *Copy link address*, then paste the link into the email.

To make things clearer for a recipient who will receive multiple links, it would be good to add a description to each link. e.g. Design Office:

<https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb>

The screenshot shows the 'BRITs 2026 Request Forms' interface. On the left is a navigation sidebar with categories like 'All Technical Requests', 'Furniture Requests', and 'Locations (sorted by company)'. The main area displays a table of 'Locations (sorted by company)' with columns for Status, Area (at venue), Location, and Link. A red arrow points to the 'Open' button next to a row in the 'BAL' section, with the annotation '1 Hover over the line for the location and click Open'. To the right, a context menu is open over a link, with a red arrow pointing to the 'Copy link address' option, annotated with '2 Right-click' and '3 Click on Copy link address'.

Status	Area (at venue)	Location	Link
Awaiting submission	Arena Dressing Room Cor...	BPI Office	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting approval	Arena Dressing Room Cor...	Approvals Room	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Arena Level 1	Digital Office (Giuseppe)	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Arena Dressing Room Cor...	Talent Liaison (Arena)	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Arena Dressing Room Cor...	BRITs TV Office 1	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Arena Dressing Room Cor...	GP H&M and Wardrobe	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Car Park G	TV Edit Cabin	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Car Park G	Viewing Cabin	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>
Awaiting submission	Car Park G	Sweepstern Cabin	<a href="https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb">https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb</a>

Revision #2

Created 2026-01-04 17:40:11 UTC by Alan Brindley

Updated 2026-01-31 21:40:44 UTC by Alan Brindley