

Managing Notifications

7 Steps [View most recent version](#) 

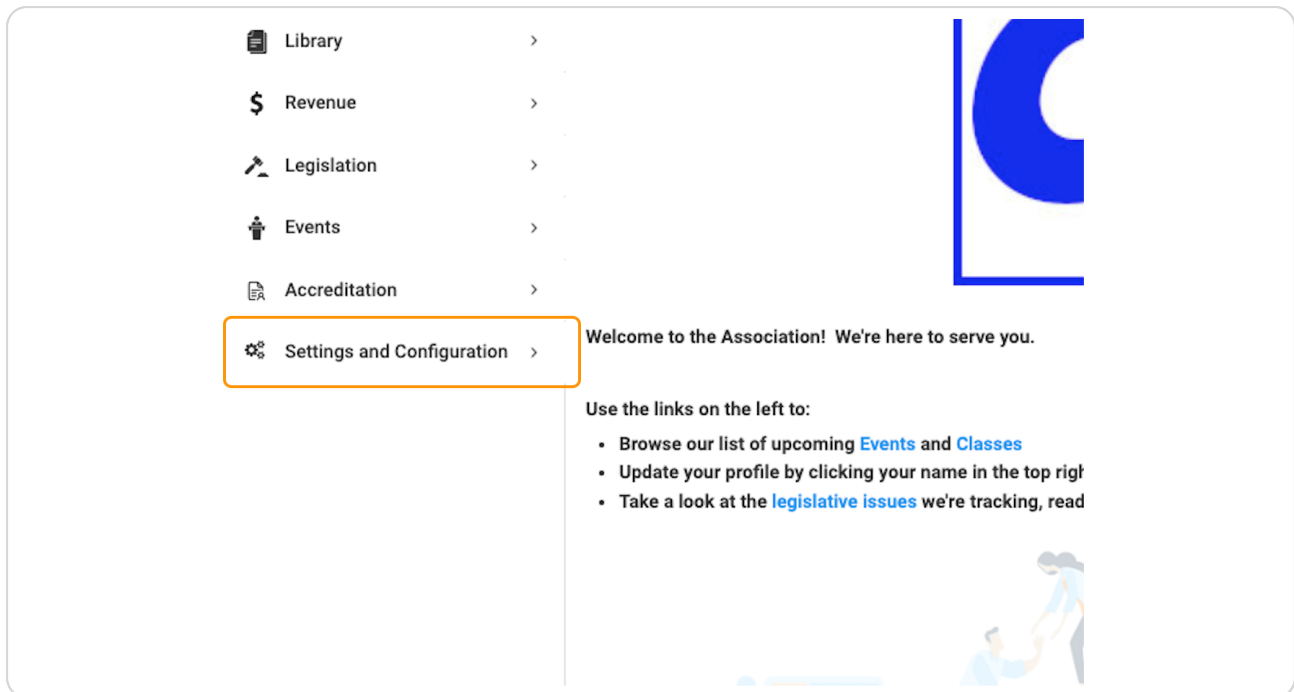
Created by
Engagifii Inc.

Creation Date
October 6, 2023

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October 6, 2023

STEP 1

Click on Settings and Configuration



The following modules have notifications that can be managed through the steps below:

Accreditation

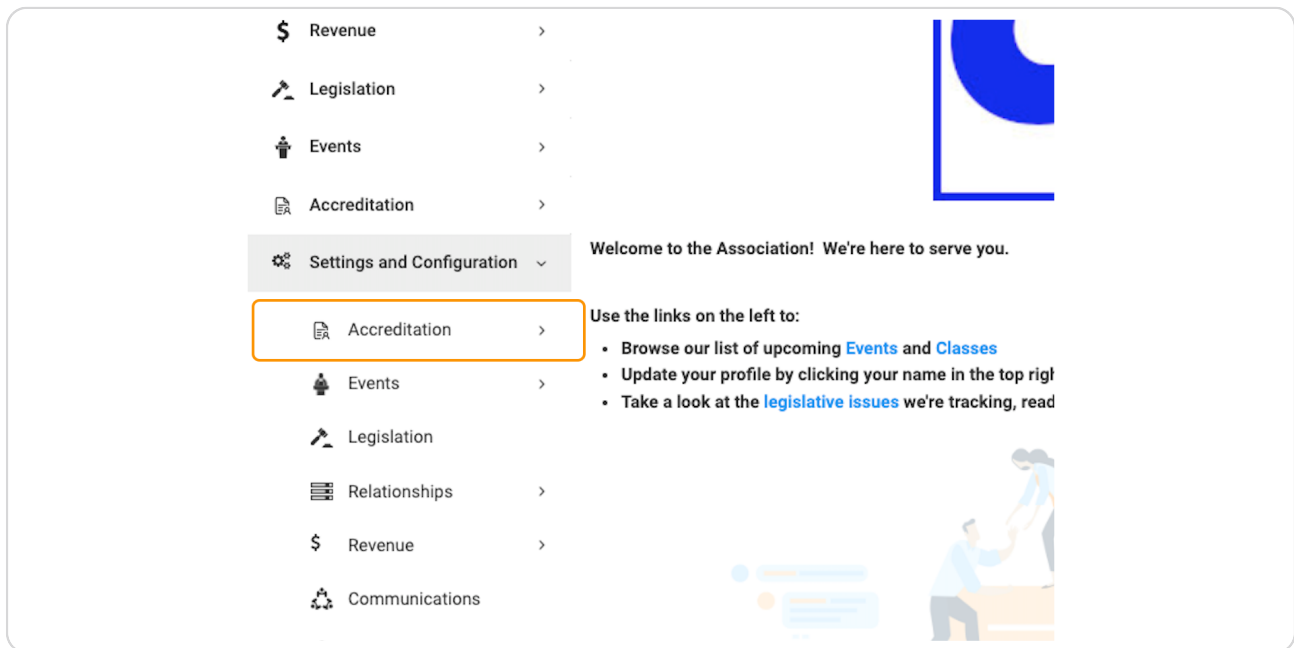
 **Events**

Revenue

The following steps are going through the Accreditation module, however the same steps are present for the Events and Revenue modules as well

STEP 2

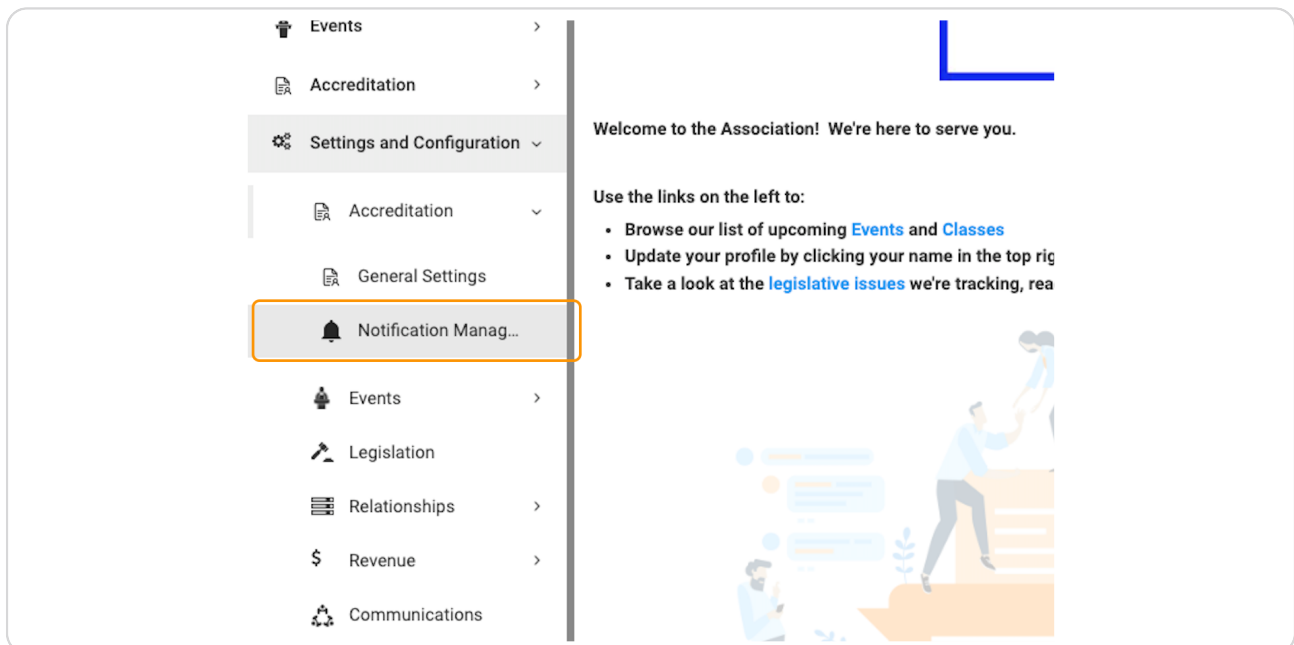
Click on module name you would like to see (in our case here, we're using Accreditation)



The screenshot shows a sidebar menu on the left with the following items: Revenue, Legislation, Events, Accreditation, Settings and Configuration (highlighted), Accreditation (highlighted in an orange box), Events, Legislation, Relationships, Revenue, and Communications. The main content area on the right contains a welcome message: "Welcome to the Association! We're here to serve you." Below this, it says "Use the links on the left to:" followed by a bulleted list: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". There is also an illustration of a person climbing a staircase.

STEP 3

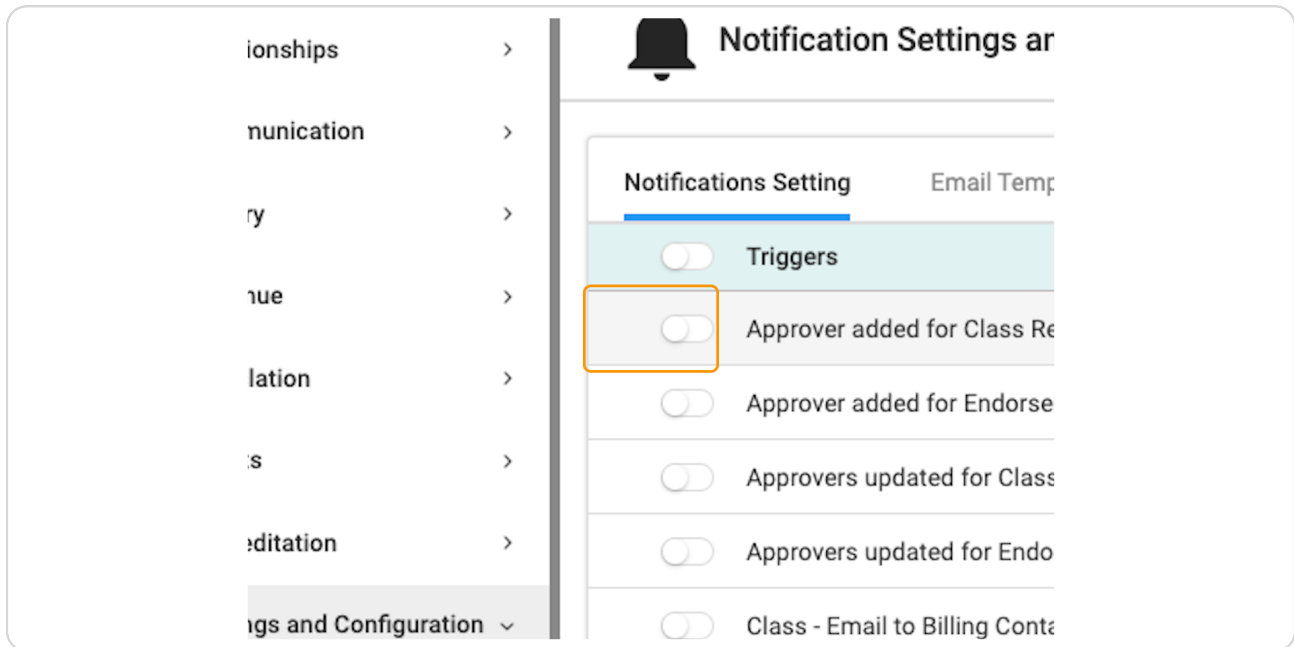
Click on Notification Management



The screenshot shows a sidebar menu on the left with the following items: Events, Accreditation, Settings and Configuration (highlighted), Accreditation, General Settings, Notification Management (highlighted in an orange box), Events, Legislation, Relationships, Revenue, and Communications. The main content area on the right contains a welcome message: "Welcome to the Association! We're here to serve you." Below this, it says "Use the links on the left to:" followed by a bulleted list: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". There is also an illustration of a person climbing a staircase.

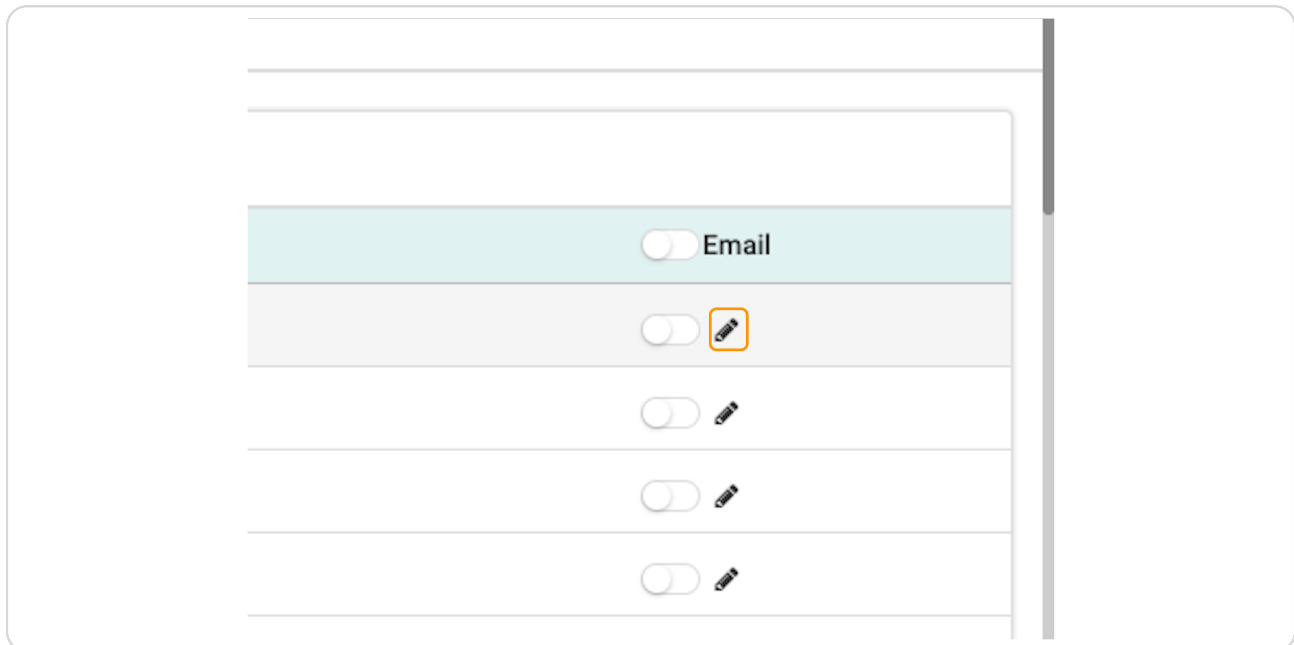
STEP 4

To turn a notification on, click on the toggle to the left of the name



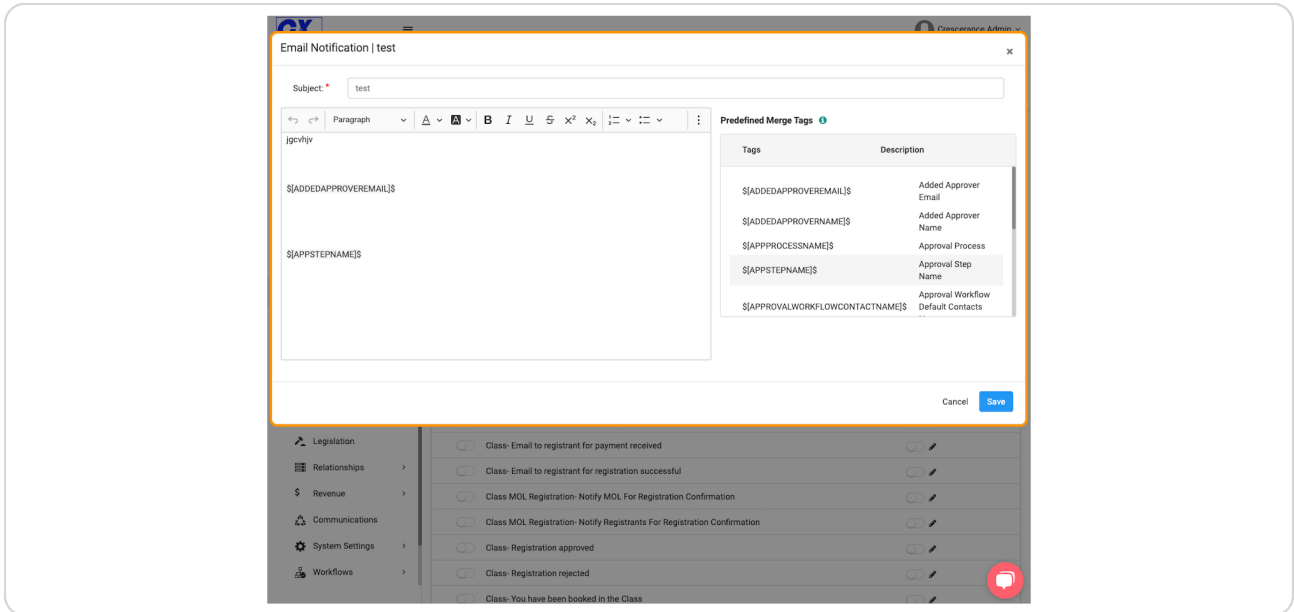
STEP 5

Next, click on the toggle below Email, and then click on the pencil icon to Edit your template



STEP 6

In the edit screen, you have the ability to create a fresh template from scratch by using the text editor, or you can edit what is already there. You also have the option of utilizing the Merge Tags (located to the right of the text editor) to create a more custom template.



STEP 7

Click on Save

