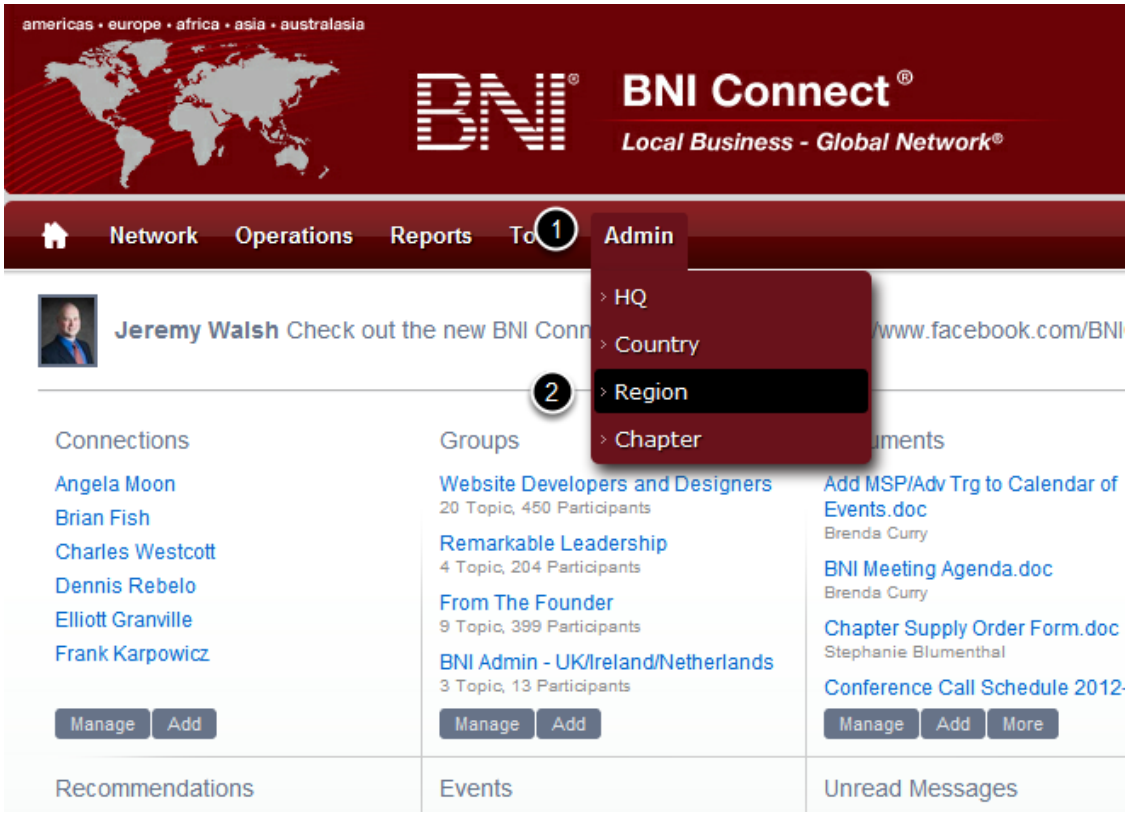
Uploading System Event Email Templates

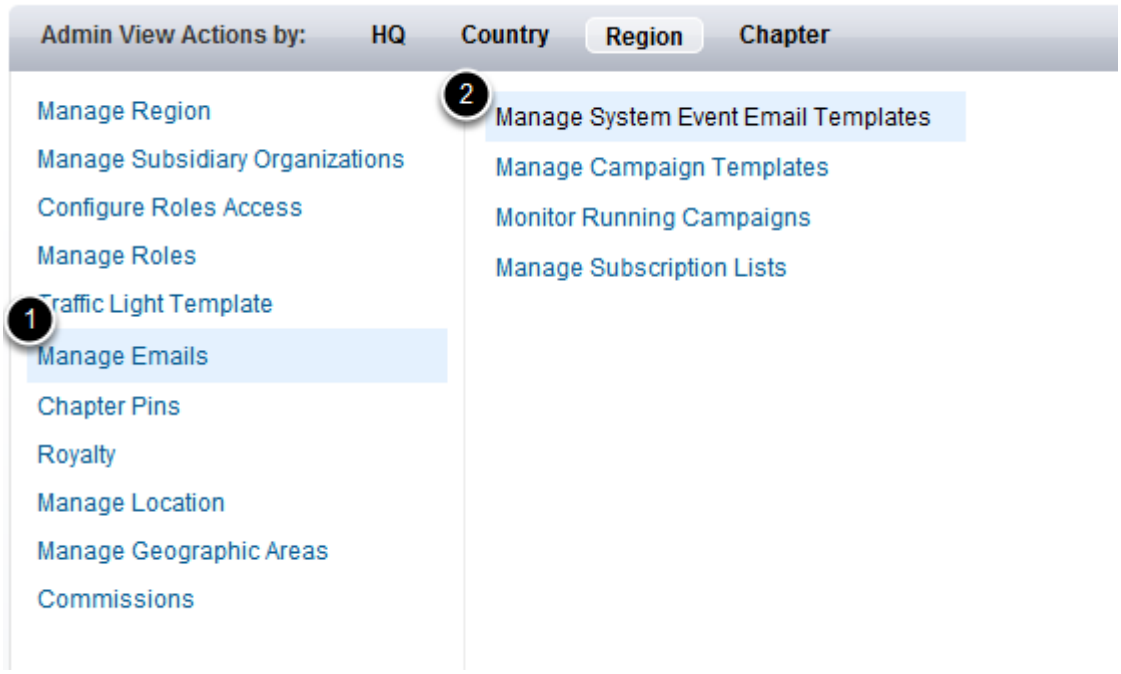
This guide will show you how to upload new system event email templates. These templates are used to create event driven emails, such as new member welcome letters, lost password emails, and renewal reminders.

Navigate to the Regional Admin menu



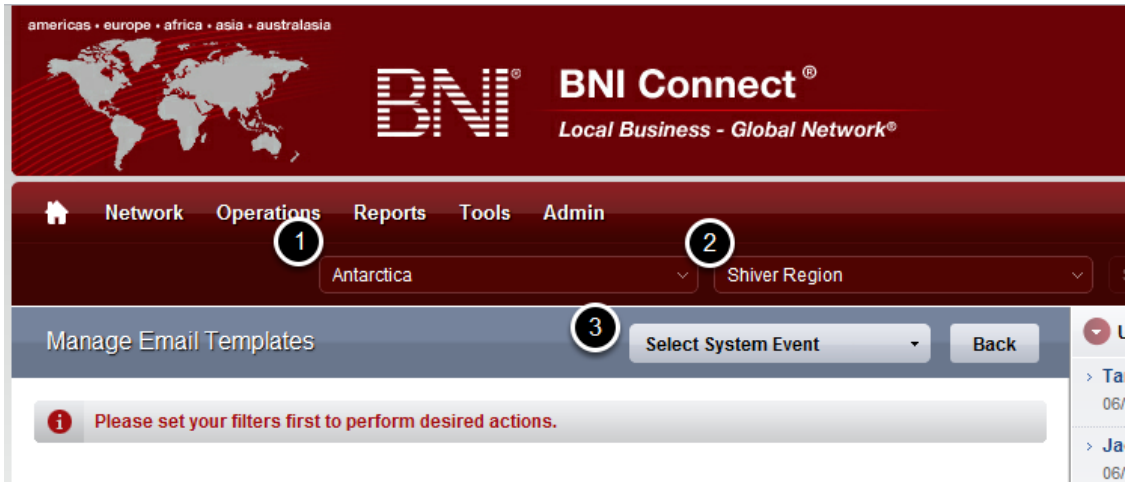
1. Click on Admin
2. Click on Region (or Country if you are managing the country templates)

Navigate to the Template Management screen



1. Click on Manage Emails
2. Click on Manage System Event Email Templates

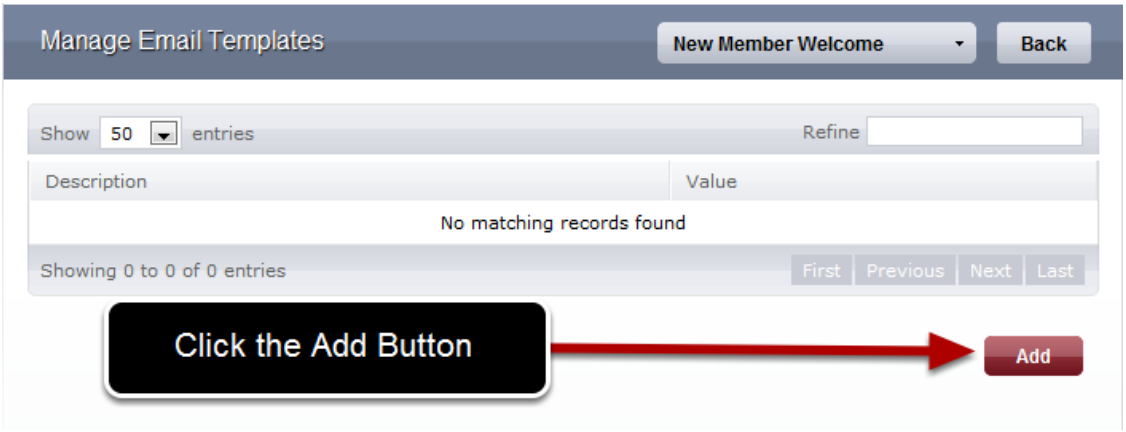
Choose your region and which template to add or modify



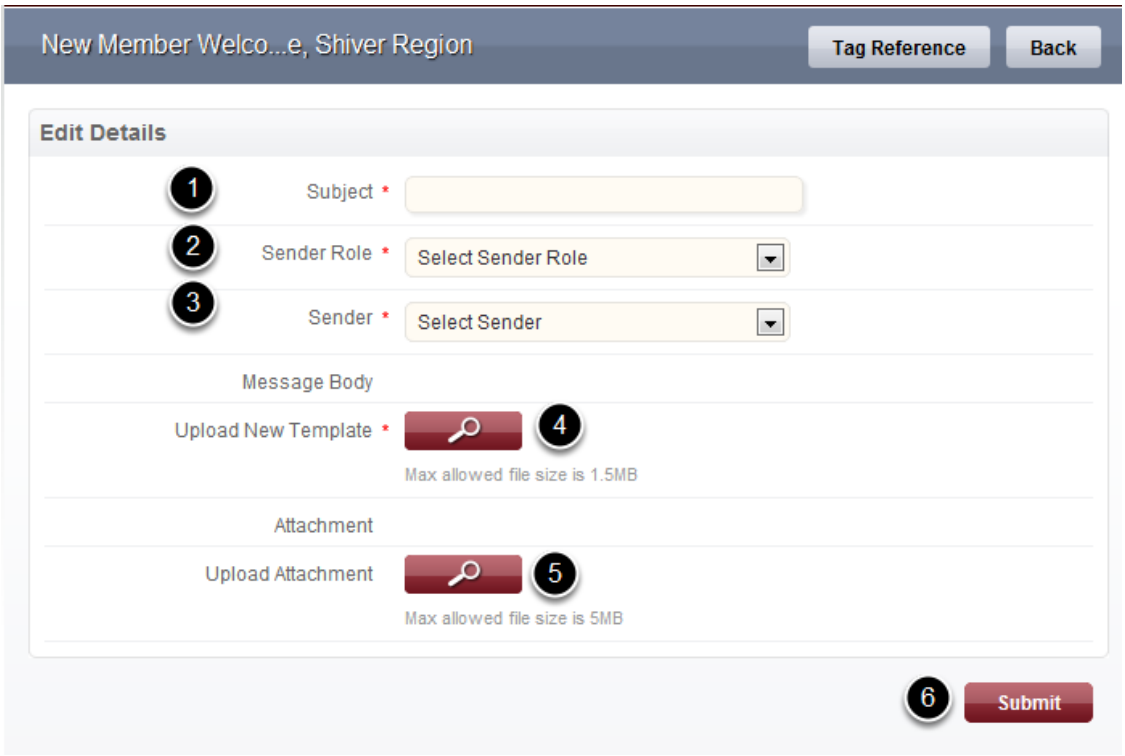
1. Verify the Country for which you will be making these changes
2. Verify the Region for which you will be making these changes*
3. Choose a System Event from the drop down list

* Note: Each region contains their own set of templates and must be managed individually. You will need to repeat the upload process for each of your regions.

Click the ADD button to add a new template



Enter Template Details



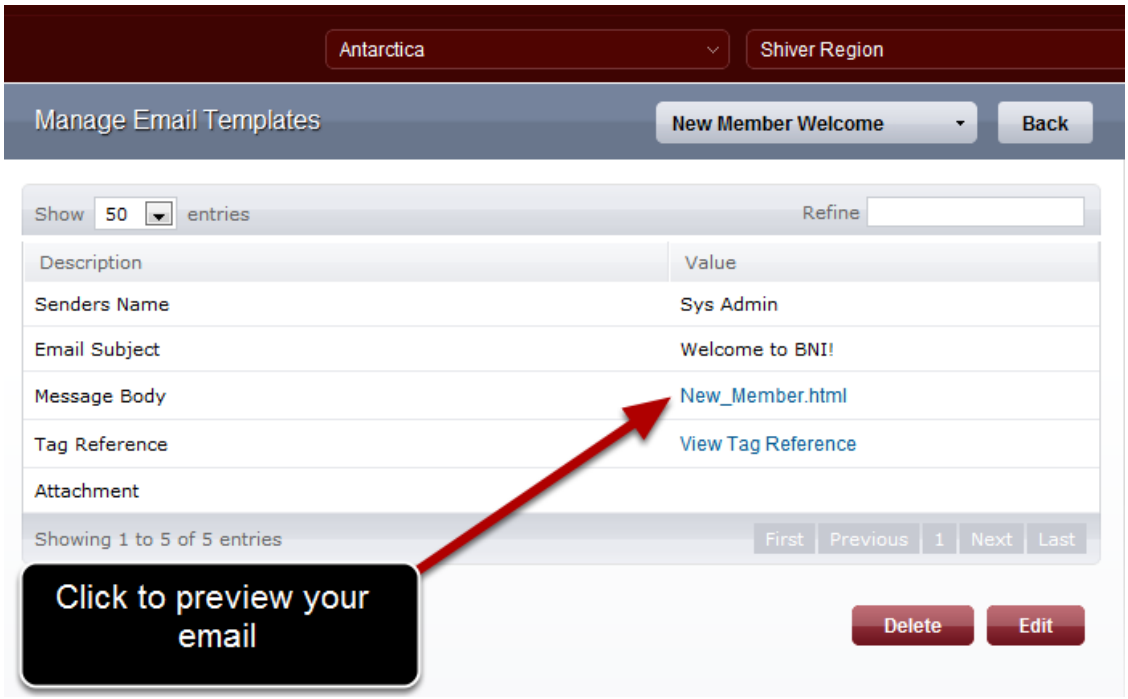
1. Enter the Subject Line for the email
2. Choose the role for who the sender of the email will be listed as
3. Choose the available person based on the role selected in (2)
4. Click the Magnifying Glass to browse for the template file to use. Templates may either be

plain text (.txt files) or HTML files.

5. Optional - choose an attachment to be sent with the email. Attachments may be text (.txt), Word (.doc) or PDF files.
6. Click Submit to save your changes

Note: Available dynamically inserted text, or TAGS, can be viewed by clicking the Tag Reference button.

Verify Your Changes



Once an email template is in place, you can choose the DELETE button to delete the template and start over or the EDIT button to make changes.