How do I recieve payment and registration notifications?

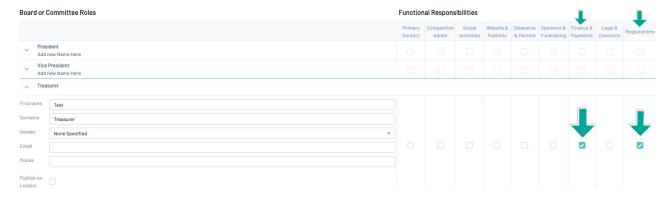Last Modified on 17/03/2022 11:29 pm AEDT

If an admin wants to recieve email notifications after members have paid and registered online, they can do so via settings these responsibilities within the contact section of the database.

1. Log into your club or association database.

2. On the home dashboard click **EDIT** against **CONTACTS**.

If you currently don't have any admins added here, you will need to do so via adding them into the roles and make sure an email address is listed.

3. Click the **drop down arrow** against the relevant admin role.

4. Tick the **FINANCE & PAYMENTS** as well as the **REGISTRATIONS** responsibility checkbox.

5. Click **SAVE**.

Once a member registers this admin will receive these notifications.