

How to create an admin email template

Admin email templates allow administrators to preset and reuse often-used emails that they send to their fundraisers. This precludes the need to rewrite the same email multiple times. To create a new template, follow these steps:

1. Log in to the admin panel
2. Click "Email" in the left sidebar
3. Click "Admin Email Templates" in the left sidebar
4. Click "Add Template" in the top left
5. Enter name for the template
6. Select whether to disable the email, and/or disable the header and footer (see Email Header and Footer)
7. Enter a subject for the template
8. Compose the body of the message. Keep in mind the power of placeholders to personalize the email.
9. Click "Save" at the bottom
10. If you'd like to see what the email will look like, click "Test Email" at the top of the window, and an email will be sent to the administrator's email address.

Another way to create a template is by composing an email in "Send Emails" (see [how-to](#)) and clicking "Save Template" at the top of the window.

Home

Donations

People

Admin Users

Email

Send Emails

Admin Email Templates

Fundraiser Email Templates

Auto Responders

Header and Footer

Pending Admin Emails

Sent Admin Emails

Sent Auto Responders

Settings

Registration Fields

Discount Codes

Site Content

Ticket Builder (Beta)

Form Fields (Beta)

Reports

On-Site



Follow

Like

All times are Pacific (Daylight) Time unless otherwise noted.

Add Template

Template Name	Enabled
<input type="checkbox"/> Hi Fundraiser	<input checked="" type="checkbox"/>

Add Template

Test Email

Template Name:

Disable?

Disable Header?

Disable Footer?

Subject:

Body:

Source | | | | |

|

B *I* U abc x₂ x² |

| | | | | | | | |

| | | | | | |

Styles | Format | Font | ...

| | [P] Placeholders

This is a template I am creating for sending out later.

Save Save & New