

Email Templates

Email templates allow administrators and fundraisers to preset and reuse often-used emails. This precludes the need to rewrite the same email multiple times. There are two types of email templates:

1. **Admin email templates:** email templates administrators send to fundraisers (see [how-to](#))
2. **Fundraiser email templates:** email templates fundraisers use to send to their contacts, which can be created by—
 - an administrator, and be available globally to all fundraisers (see [how-to](#))
 - a fundraiser, and be available only to that particular fundraiser (see [how-to](#))