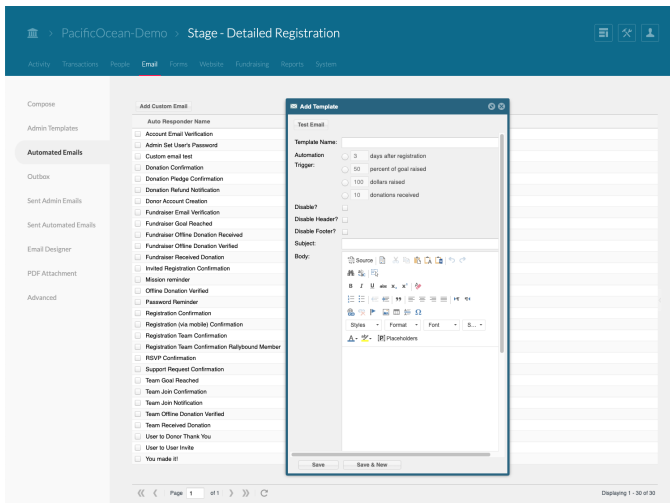


How to create an automated email

Automated emails are a powerful tool that allows administrators to set a range of criteria which will automatically generate and send personalized emails when triggered. Combining triggers with **placeholders** makes this tool even more powerful by generating completely personalized emails.

To create a new automated email, follow these steps:

1. Log into the Admin at admin.rallybound.com
2. Navigate to the campaign on which to create this template
3. Click the "Email" tab
4. Click "Automated Emails" in the left sidebar
5. Click "Add Custom Email" in the top of the window
6. Add a Template Name
7. Select condition from the list and add appropriate values (For example: Add 10 in the "donations received" if the email should be sent when the fundraiser receives their tenth donation)
8. Compose the email as usual, including the subject and body. (See [here](#) for more on composing emails.)
9. Click "Save".



It is also possible to configure emails that are sent based on actions not available in the admin and/or multiple conditions. Please contact us to configure these more advanced automated emails.