

ClubRunner

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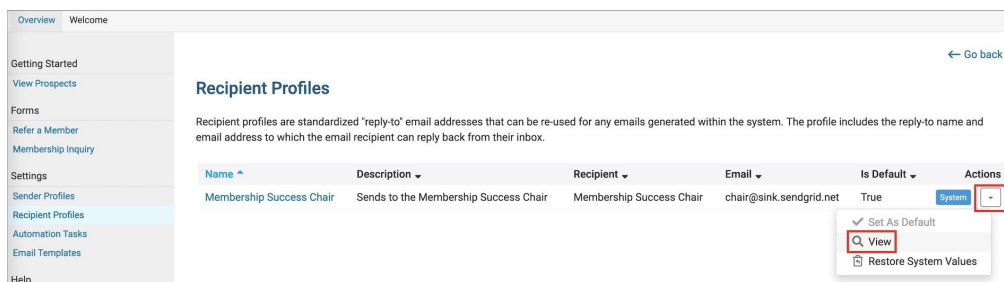
How do I edit the Recipient Profiles?

Mickey D. - 2022-10-24 - Membership Success

The Recipient profile is a “Reply to” name and email address you can setup. When the prospect replies to the email it will go back to this contact. The typical “Reply to” person in this case may your Membership Chair, but it doesn’t have to be.

To set this up:

1. Login to your club's **Member Area**.
2. In the Member Area click **Membership Success** in the top blue bar.
3. In the grey bar below click **Overview**.
4. Down the left side click **Recipient Profiles**.
5. Click the ‘**down arrow**’ icon to the right of any Recipient profile, then click **View**.




Overview Welcome

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Recipient Profiles

Recipient profiles are standardized “reply-to” email addresses that can be re-used for any emails generated within the system. The profile includes the reply-to name and email address to which the email recipient can reply back from their inbox.

Name	Description	Recipient	Email	Is Default	Actions
Membership Success Chair	Sends to the Membership Success Chair	Membership Success Chair	chair@sink.sendgrid.net	True	System 

- ✓ Set As Default
- View**
- 🔄 Restore System Values

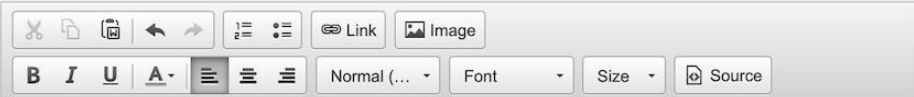
6. Click the **Edit** button to edit this Recipient profile. You can add in a short description, this is only shown inside the module and is not seen by non-members or prospects.
7. If you check “**Set as Default**” this Recipient profile becomes the default sender for all emails going out of the Membership Success module.

Edit Recipient Profile Details

Membership Success Chair

System recipient profile name cannot be modified

Description



All "reply to" messages go to the Membership Success Chair

body div

Recipient Name *

Membership Success Chair

Recipient Email *

chair@sink.sendgrid.net

Set as Default

Cancel Save

8. Click **Save** to save changes, then **Go Back** to return to the previous screen.
9. You'll now be able to select these Recipient Profiles when sending out emails.