

## How do I edit the Sender Profiles?

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The "Sender Profile" is the person who is sending emails to the prospect, in other words the "from" email address appearing in the prospect's inbox. You can setup multiple sender profiles and choose a "default" sender. You can also set a "Sender" but then set a different "Reply to" address. As an example the email might be sent with the club president's name, but all replies will get directed to the club secretary or membership chair.

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 **Sender Profiles**.
5. Click the 'down arrow' icon to the right of any Sender Profile, then click **View**.

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### Sender Profiles

Sender profiles are standardized "from" email addresses that can be re-used for any emails generated within the system. The profile includes the sender name and email address which will appear in the recipient's inbox.

Filter records:

Name	Description	Sender	Email	Is Default	Actions
Club Secretary	Current year club secretary	John Doe	john@sink.sendgrid.net	False	<input type="checkbox"/> Set As Default <input checked="" type="checkbox"/> View <input type="checkbox"/> Delete
Donation Sender Profile	Sender Profile for the donation module	Rotary Club of Green Town	support@clubrunner.ca		
From the Club	The name of the club with the Membership Success Chair's email	\$ACCOUNT_FULL_NAMES	changeme@sink.sendgrid.net		

Showing all 3 records

6. Click the **Edit** button to edit this Sender profile.
7. You can update the information here. You can also choose to make the **reply-to** a different person than the **sender**. From our example you may wish to make emails come from the club president, but when the recipient replies it will go to the club secretary.
8. If you check "**Set as Default**" this Sender profile becomes the default sender for all emails going out of the Membership Success module.

**Edit Sender Profile Details**

Emails go out with club president's name, but all replies go to club secretary.

body div

**Sender Name \***  
Jane Francis

**Sender Email \***  
jane@sink.sendgrid.net

Reply-To same as Sender

**Reply-To Name \***  
John Doe

**Reply-To Email \***  
johnd@sink.sendgrid.net

Set as Default

Cancel Save

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