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 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							
Getting Started						← Go back	
View Prospects	Recipient Profiles						
Forms							
Refer a Member	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.						
Membership Inquiry							
Settings	Name *	Description 🗸	Recipient 🗸	Email 🗸	Is Default 🗸	Actions	
Sender Profiles	Membership Success Chair	Sends to the Membership Success Chair	Membership Success Chair	chair@sink.sendgrid.net	True	System 💌	
Recipient Profiles					✓ Set As Defa	ult	
Automation Tasks					Q, View		
Email Templates					Restore Sys	tem Values	
Help							

- 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	1		
System recipient profile name cannot be modified			
Description	. 1		
B I U A E Ξ Ξ Normal (· Font · Size · ⊙ Source			
All "reply to" messages go to the Membership Success Chair			
body div	1		
Recipient Name *			
Membership Success Chair	1		
Recipient Email *			
chair@sink.sendgrid.net			
Set as Default			
Cancel Sav	/e		

- 8. Click ${\bf Save}$ to save changes, then ${\bf Go}\;{\bf Back}$ to return to the previous screen.
- 9. You'll now be able to select these Recipient Profiles when sending out emails.