# ClubRunner

# How to edit a Cloud Event's Email Notification settings

Michael C. - 2026-05-21 - [Events & Calendar](#)

Cloud Events host a number of different notifications that are automatically sent out to Event Organizers, Ticket Buyers, and Attendees, whenever an action is triggered, like a successful registration. These email notifications can be customized using custom email templates, or disabled entirely. [To learn how to create custom email templates please click here.](#) The steps below will outline the process of how to disable/update an email notification's template:

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)

2. After logging in and being brought to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events (Tickets).**

3. Click the **Manage** button on the event you would like to add an organizer to.

4. At the top right of the event page, click **Setup** or the **Gear** icon to begin editing the event.

5. Next, click on the **Settings** button in the blue menu.

6. Scroll down the page to the **Email Notification Templates** section. Click on the **Edit** button.

7. Locate the notification type you wish to edit and use the drop-down menu to select which Template should be used for this notification.

8. If you wish to disable a notification entirely, preventing it from being sent out, select **-- Select Template Type - - .**

9. Click on the **Save** button at the bottom of the window, to save your changes.