How to edit a Cloud Event's Email Notification settings

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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.

You can learn more about customizing notification templates by reading: **How do I customize email notifications for a Cloud Event?**