

How to configure automated email notifications

Email notifications can be configured for **tournaments, memberships, training, waiting list, refunds, etc.** This document describes how to **configure a custom email notification** for a tournament registration (Event Booking.)

1. Go to <https://fpusa.justgo.com> or scan the QR code below.



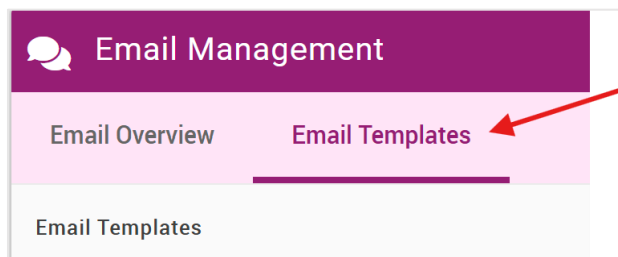
2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on “Forgot Password?”
4. Select **Menu**.



5. Select **Email Management**.



6. Select **Email Templates**.



7. Click on the **Copy icon** to create your own email template.



How to configure automated email notifications

8. Here is an example for the **General** tab. Replace JustGo URL with your website.

General

Header

Title

Footer

Name:

Tournament Registration *

Description:

SFPC Template Email for Tourr

Organisation Name:

South Florida Pétanque Club *

Organisation Email:

alaingimenez@gmail.com

JustGo URL:

https://SouthFloridaPetanqueC

9. **Header** tab:

General

Header

Title

Footer

Top logo

Logo:

Upload Logo

Logo link:

https://SouthFloridaPetanqueClub.com

Logo Alignment:

Center

10. **Title** tab:

General

Header

Title

Footer

Email Title

☐ Disable Email Title?

Text size:

20px *

Text color (hex):

#ffffff *

Background color (hex):

#00009b *

How to configure automated email notifications

11. Footer tab:

General

Header

Title

Footer

Signature

B *I* U [List Icons] [Link Icon] **A⁺** ▼ **A⁻** **A[•]** [Dropdown]

<https://SouthFloridaPetanqueClub.com>

Color

Bottom text color (hex):

Background color (hex):

#3166ff

#ffffff

Social Links

Facebook

Twitter

<https://facebook.com/gr>

LinkedIn

Instagram

Other Links/Text

B *I* U [List Icons] [Link Icon] **A⁺** ▼ **A⁻** **A[•]** [Dropdown]

12. Click **Apply this template to all emails** if you want to make it the default template.

13. Click **Save**.

Cancel

Save

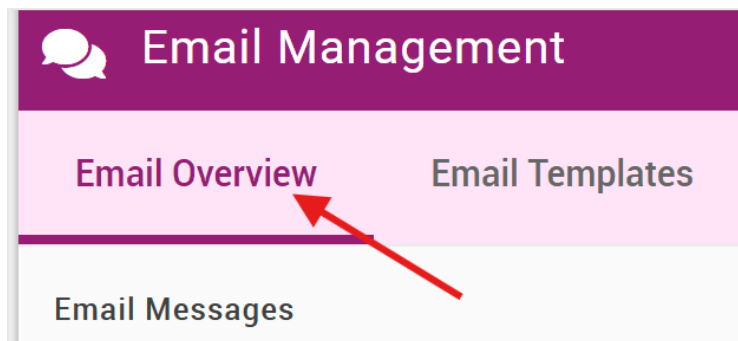
Apply this template to all emails

How to configure automated email notifications

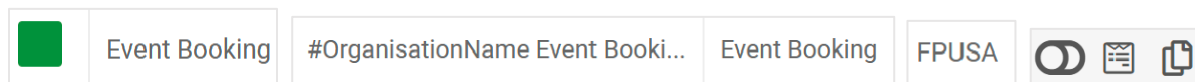
14. Here are a few **examples of templates**:

Name	Description
Default email	gm
Tournament Registration	SFPC Template Email for Tournament Registration
Club Membership	SFPC Template Email for Club Membership
Refund	SFPC Template Email for Refund
Training Registration	SFPC Template Email for Training Registration

15. Select **Email Overview**.

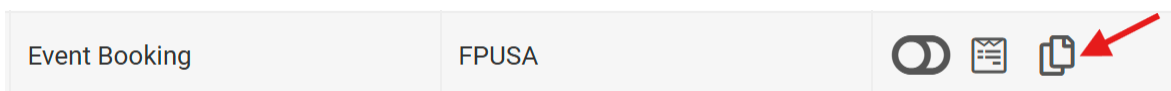


16. Scroll down to **Event Booking**:



17. The **default FPUSA Event Booking** can be activated or deactivated, but it cannot be edited. To create a customized version, you must make a copy.

18. Click on the **Copy icon**.



How to configure automated email notifications

19. Below is an example of an Event Booking configuration for the Southeast Regional Doubles tournament. Note that the selected email template is the one we just created.

1 General

Name: *

Description:

This email confirms to the user that they have successfully signed up and paid for a specific event.

Events:

Regional Tournament × Regional Tournament/Southeast ×

Email Type:

Email Template: *   Edit Templates

Category:

Trigger Type:

20. Add an email address in the CC or BCC field to receive notification. Use a coma followed by a space to separate multiple email addresses.

2 Content Edit

From: 

CC:

BCC:

Email Title: * 

Subject: * 

How to configure automated email notifications

21. Email message using Profile Fields (#)

Message Body *

Dear #Firstname,

Thank you for your registration in the FPUSA Southeast Regional Select Doubles

You have successfully signed up for the following event:

- Event Name: #EventName
- Organized by: #OrganisationName
- To be held at: South Florida Pétanque Club
John Prince Park
4759 S Congress Ave
Lake Worth Beach, FL 33461
- Taking place on: #StartDate
- Starting at: #StartTime

22. You can **add Attachments** to the email.



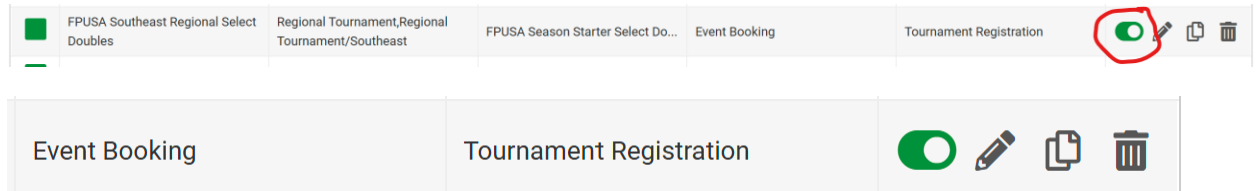
23. **Preview** and when the email is ready click **Save**. In the Preview page there is an option to **send a test email**.

Save **Preview Email** Cancel

How to configure automated email notifications

24. After saving, the new email will be located at the bottom of the list in the email overview.

25. To activate the custom email notification, click on the **Activate/Deactivate icon**. Green means activated.



26. Once this new custom email notification is activated, **verify that the default FPUSA notification for Booking Event is deactivated.**

Summary:

When a member registers a team for a regional tournament, an **email notification is automatically sent to the registrant**, as well as to any recipients specified in the CC and BCC fields. The system allows you to **customize unique email notifications based on the tournament type**, whether it is regional, national or club-level.

For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez

FPUSA Membership Secretary