Email Address Fields and Email Messages

Schoolwires® Centricity2™

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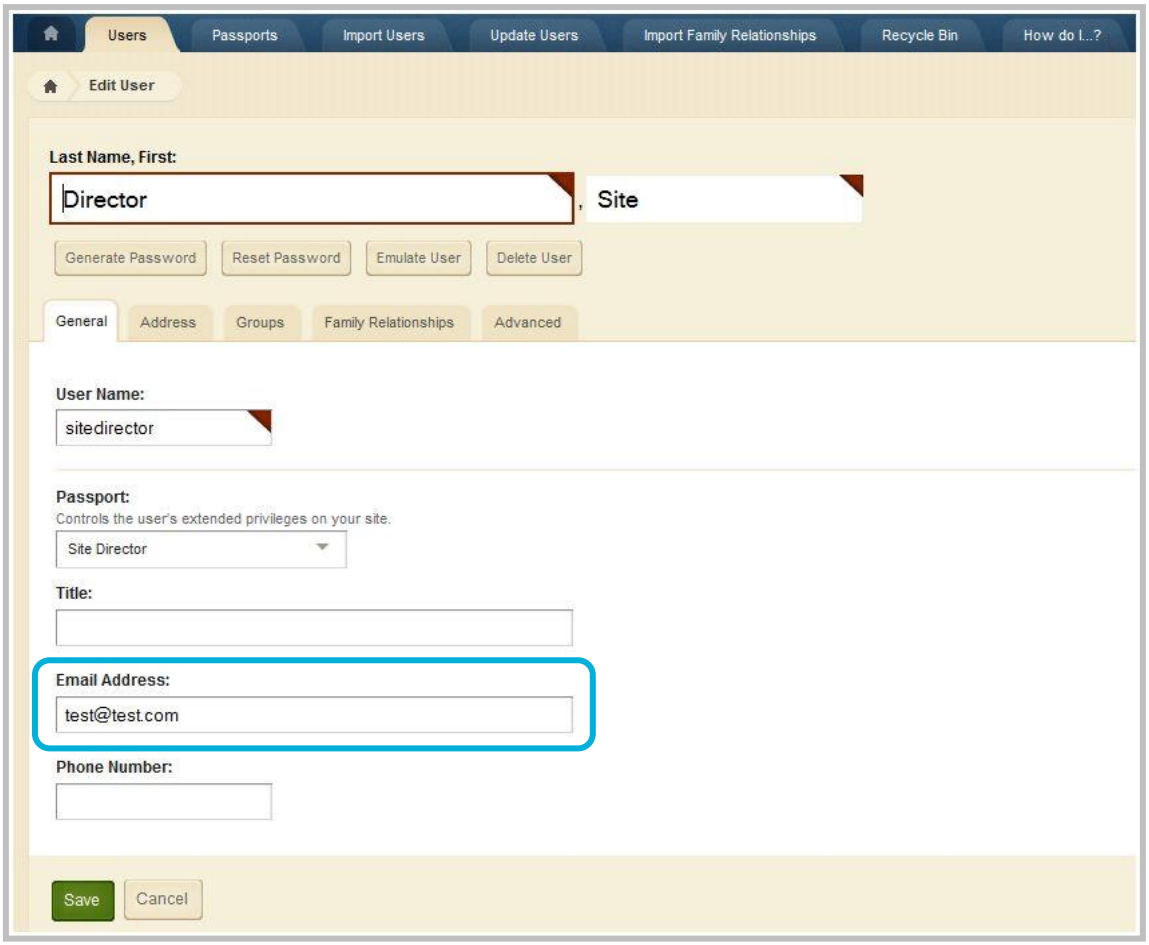
Email Fields and Email Messages in Centricity2

Your Centricity2 website uses Email messages to inform users of certain events. This guide identifies the various Emails Address fields within Centricity2, indicates when each is used and provides examples of each message.

Email Address Fields

You will find these Email Address fields in Centricity2.

Users & Groups—Users



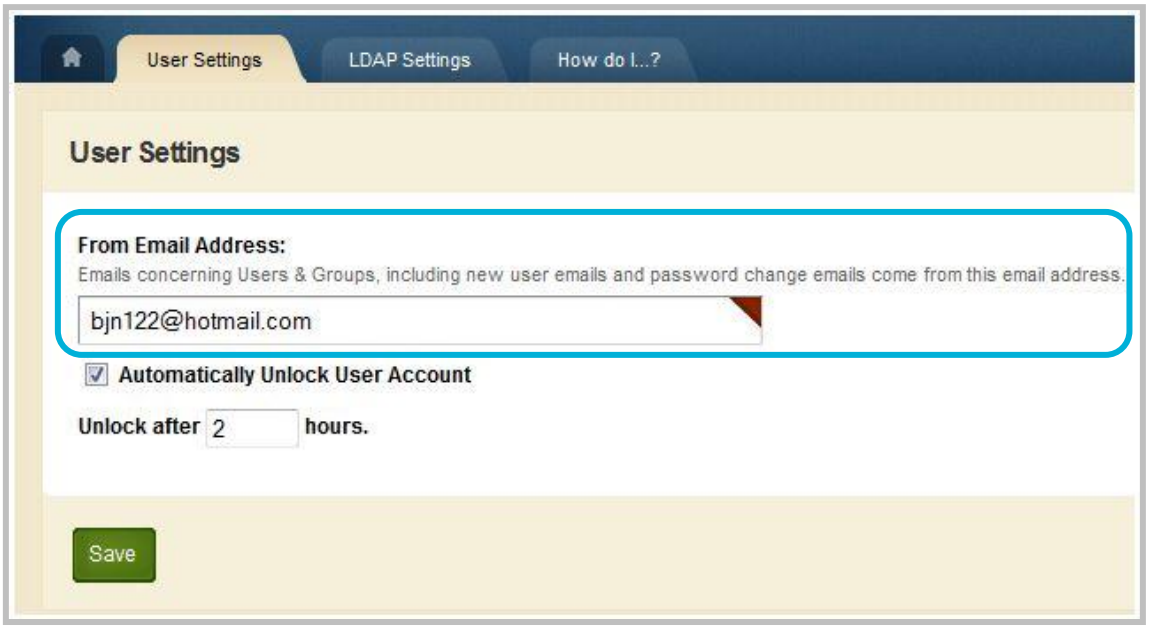
Field Name: Email Address

Location: Users & Groups→Users→Users Tab→ User Account Details

Regarding: Various

Comments: This Email Address is used to as the To Address when sending various system-generated Email messages to users. In addition, it is used in Calendar Event Registration Rosters and Form & Survey responses.

Users & Groups—User Settings



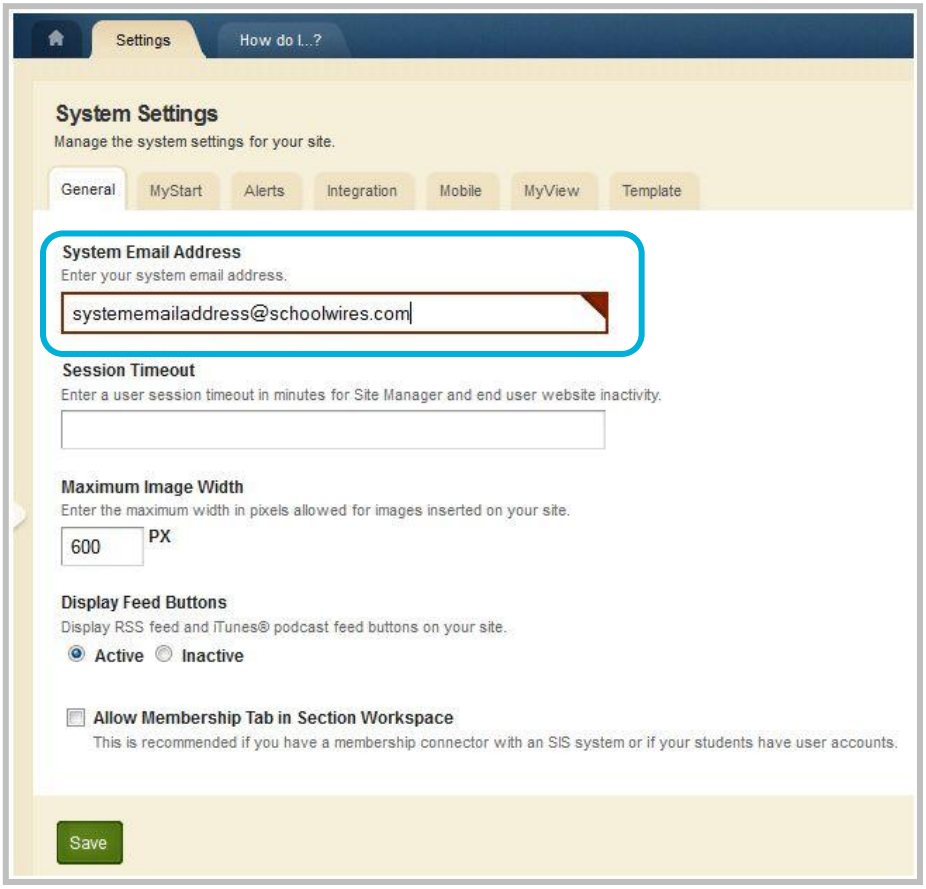
Field Name: From Email Address

Location: Users & Groups→Settings→User Settings Tab

Regarding: User Accounts

Comments: This Email Address is used to as the From Email Address for any automatically generated Email messages regarding User Accounts (e.g., Forgot Password and New User Email messages).

Configure—System Settings



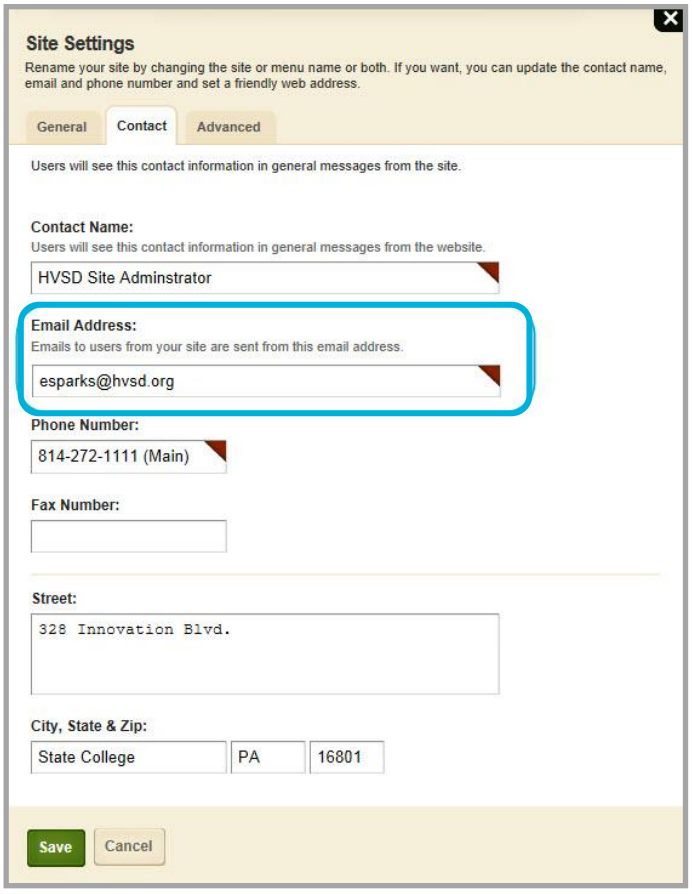
Field Name: System Email Address

Location: Configure→System Settings→**General** Tab

Regarding: Various

Comments: This Email Address is used to as the To Address when a visitor generates an Email by clicking on the **Questions or Feedback?** link located in the footer of the end-user website.

Site & Channels→Site or Subsite→Settings→Contact Tab



Field Name: Email Address

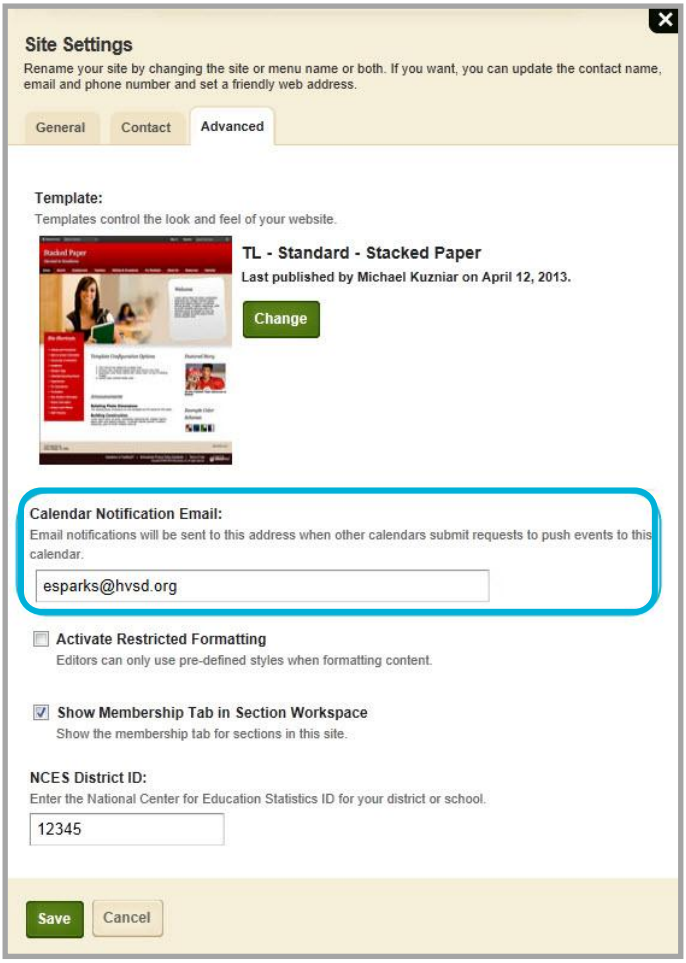
Location: Site & Channels→Site or Subsite→Settings→Contact Tab; Alternatively, Configure→Sites→Sites Workspace→ **Contact** Tab

Regarding: Various

Comments: This Email Address is used to populate the From Email Address for any automatically generated Email messages regarding general site activity (e.g., a new comment has been submitted to an app having commenting activated).

Note that the Email Address field for the site will control the emails generated at the subsite level as well.

Site & Channels→Site or Subsite→Settings→Advanced Tab



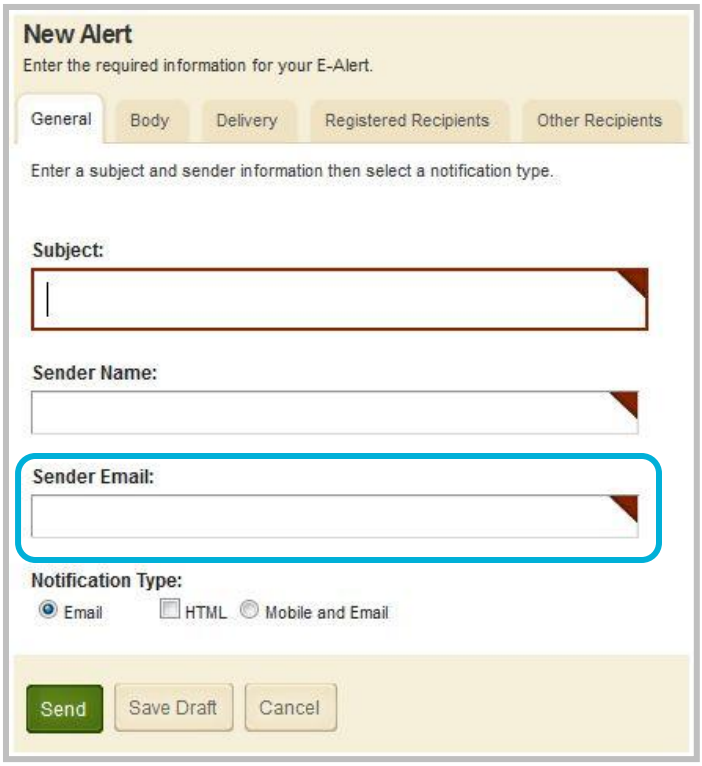
Field Name: Calendar Notification Email

Location: Site & Channels→Site or Subsite→Settings→Advanced Tab; Alternatively, Configure→Sites→Sites Workspace→Advanced Tab

Regarding: Calendar Event Posting Requests

Comments: This Email Address is used to as the To Address for automatically generated emails sent when other calendars submit requests to push an event to the local homepage calendar.

Broadcast E-Alert Emails—Sender Email



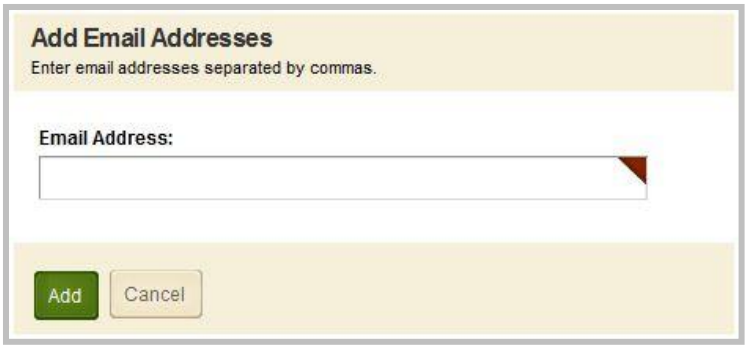
Field Name: Sender Email

Location: Site or Subsite Workspace→ **Tools** Tab→ Broadcast E-Alerts→**New E-Alert**

Regarding: Broadcast E-Alerts

Comments: This Email Address is used to as the From Email Address of your Broadcast E-Alert.

Broadcast E-Alert Emails—Other Recipients



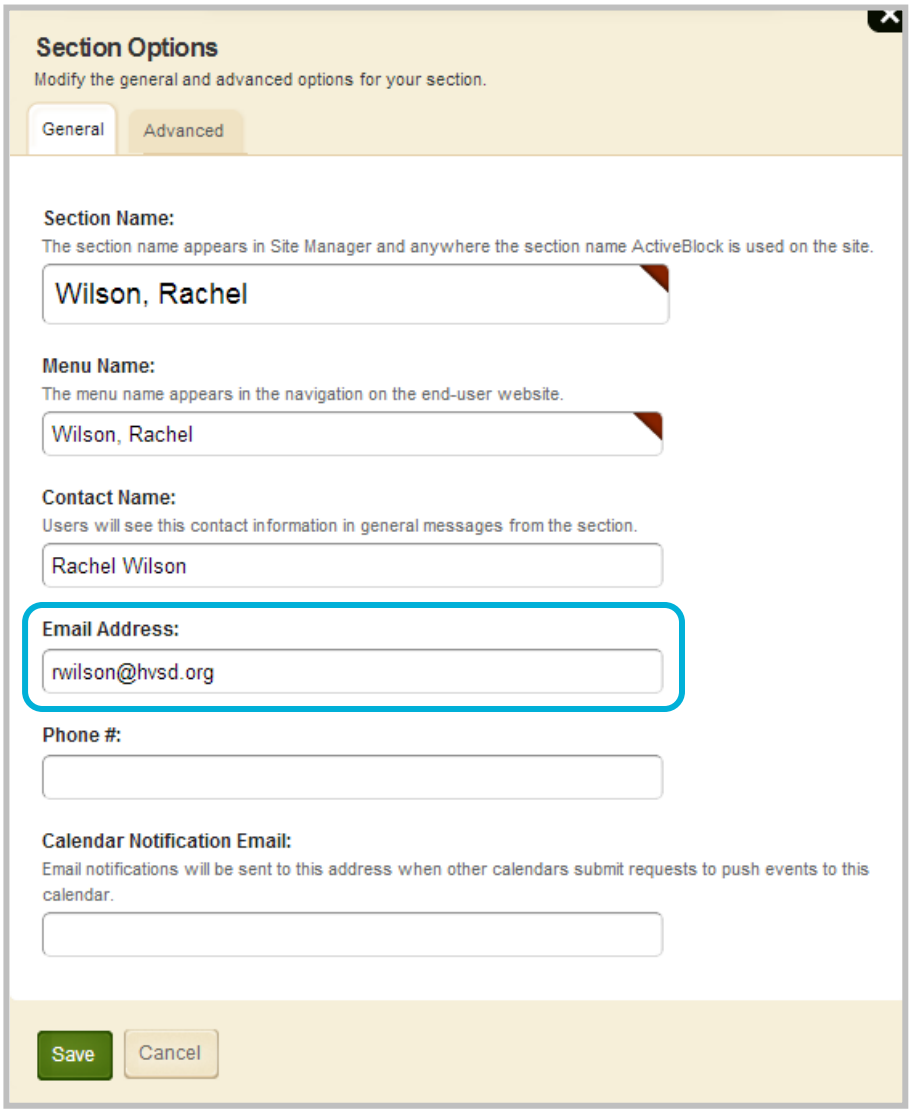
Field Name: Email Address

Location: Site or Subsite Workspace→**Tools** Tab→Broadcast E-Alerts→New E-Alert→> **Other Recipients** Tab→**Add Email Address**

Regarding: Broadcast E-Alerts

Comments: Your Broadcast E-Alert is sent to all Email Addresses you specify in this field.

Content E-Alert—Section Options→Email Address



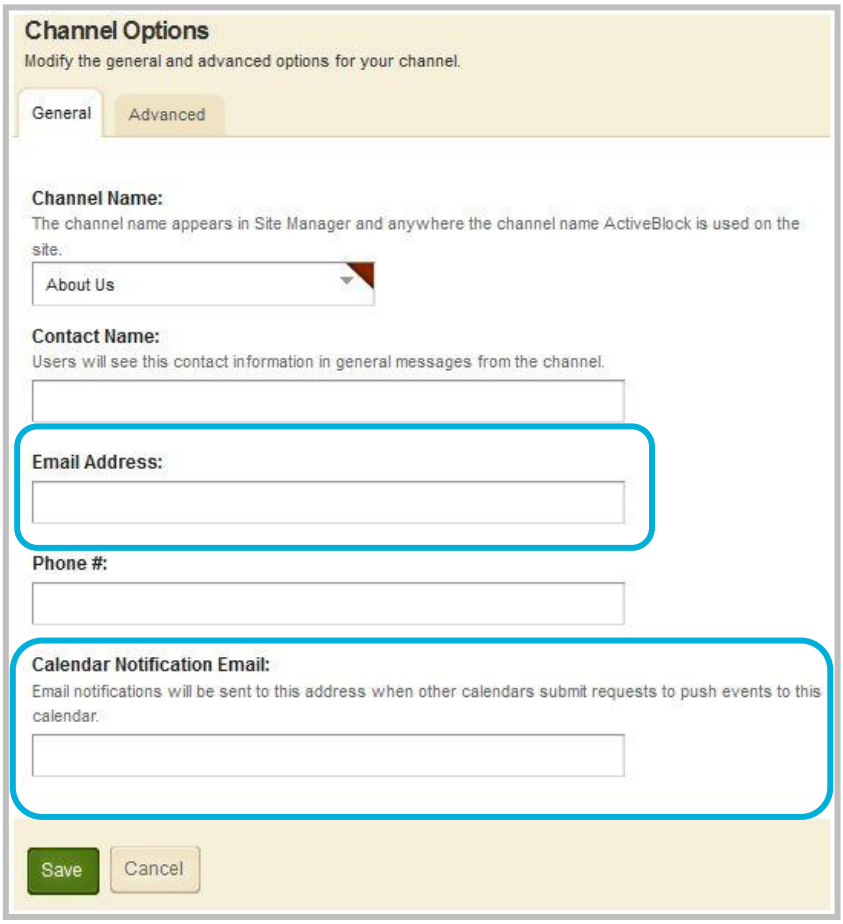
Field Name: Email Address

Location: Site or Subsite Workspace→Channel Workspace→Section Options→**Email Address**

Regarding: Updated content

Comments: Your Content E-Alert is sent to all users who have subscribed to receive alerts when content is updated. A content E-Alert is sent when an editor click the Send E-Alert button in an app.

Site or Subsite—Channel Options



Field Name: Email Address

Location: Site and Subsite Workspaces→**Channels** Tab→ **Options**→ **General** Tab

Regarding: Various

Comments: This Email Address is used to as the To Address of the system-generated emails sent whenever a new comment is submitted to an app placed within the Channel Workspace.

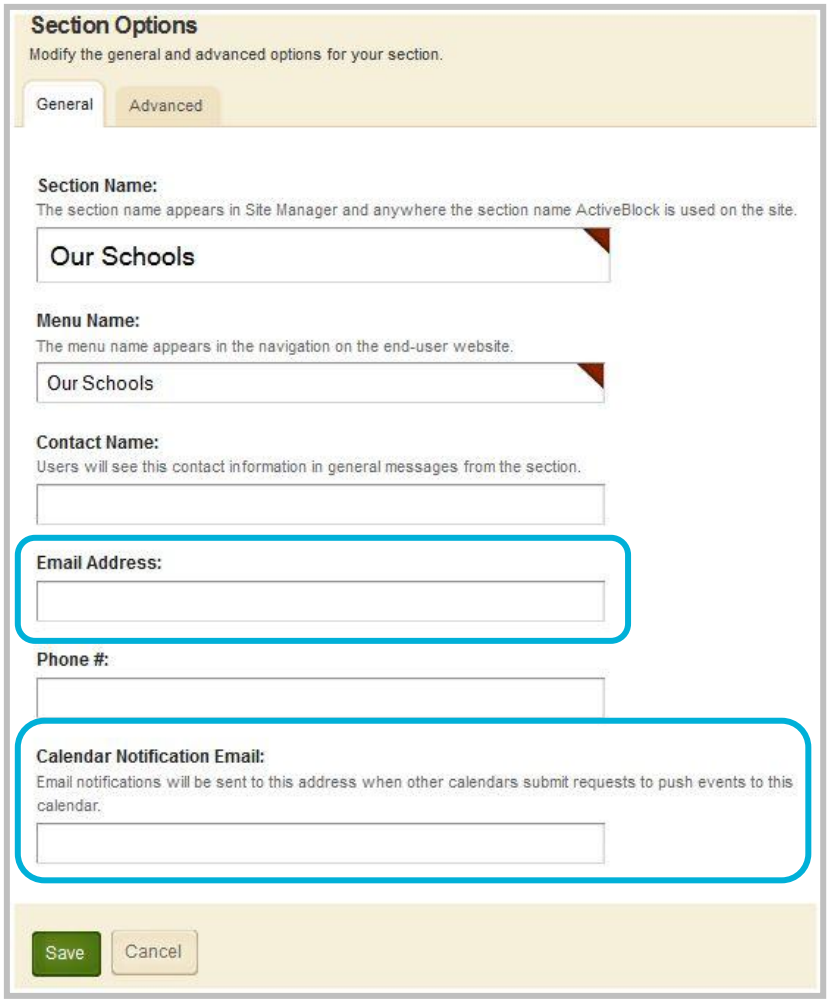
Field Name: Calendar Notification Email

Location: Site or Subsite Workspace→**Advanced** Tab→Channel or Section Options→**General** Tab

Regarding: Calendar Event Posting Requests

Comments: This field populates the To field for the system-generated Calendar Event Posting Request Notification emails for the channel homepage calendar.

Channel→Section Options→Email Address



Field Name: Email Address

Location: Channel Workspace→**Summary** Tab→Options→**General** Tab

Regarding: Various

Comments: The value in this field is used as the To Address of automatically generated Email messages sent when a new comment is submitted to an app on a page in the Section Workspace.

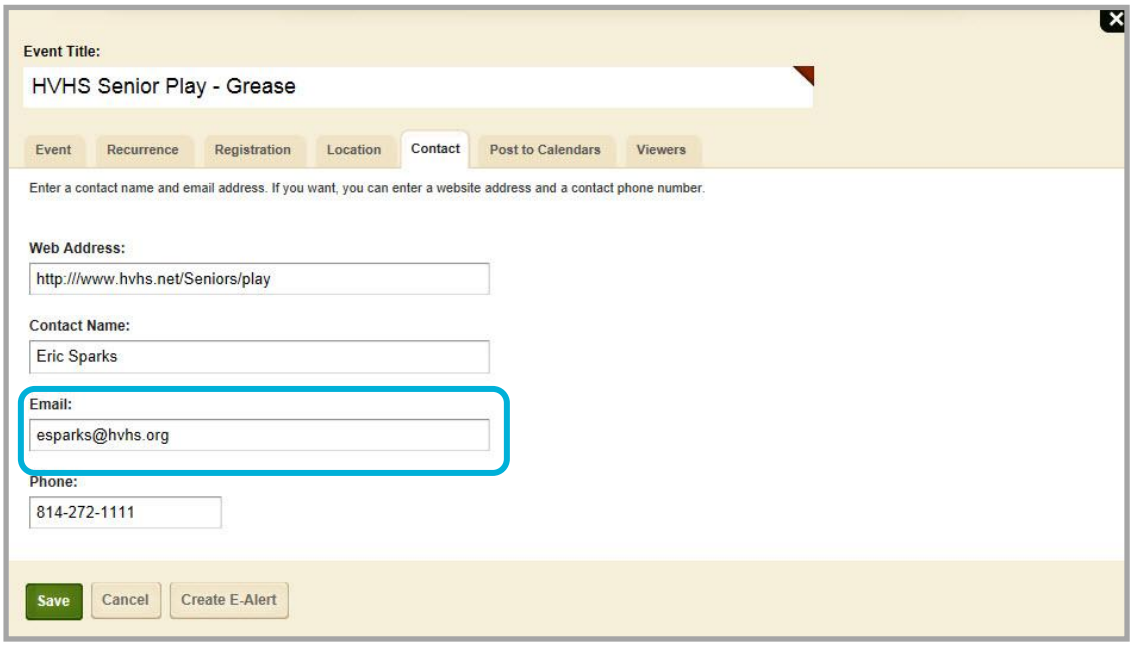
Field Name: Calendar Notification Email

Location: Site or Subsite Workspace→**Advanced** Tab→Channel or Section Options→**General** Tab

Regarding: Calendar Event Posting Requests

Comments: The value in this field is used as the To Address of automatically generated Calendar Event Posting Request Notification Email messages (all calendars within a section).

Apps – Calendar Event→Contact→Email



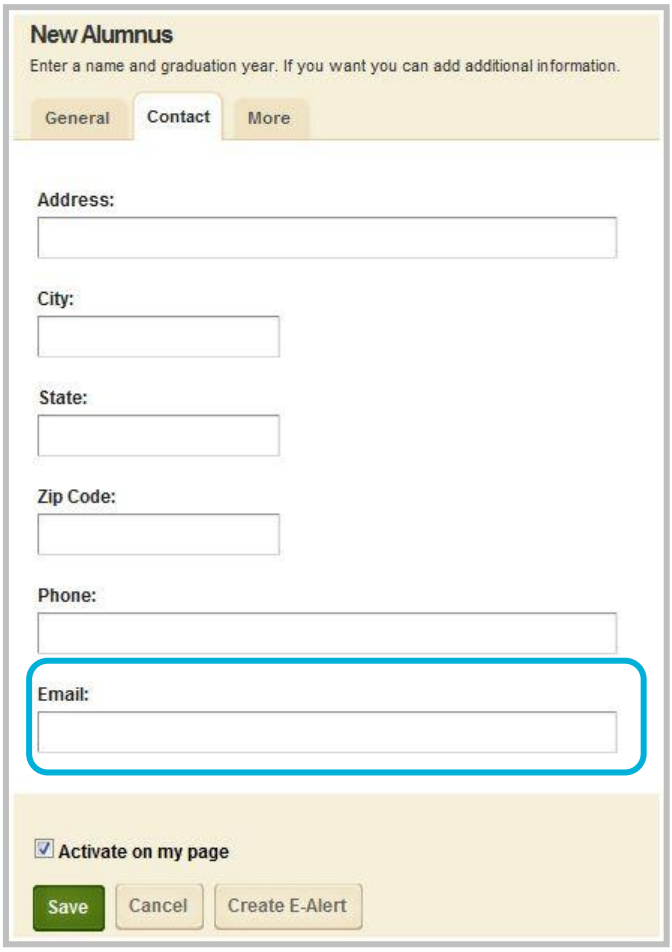
Field Name: Email

Location: **Contact** Tab

Regarding: Registration Events

Comments: Depending upon the automatically generated Registration Event Email message, the value in this field is used as the From or To Address.

Apps—Alumni Directory



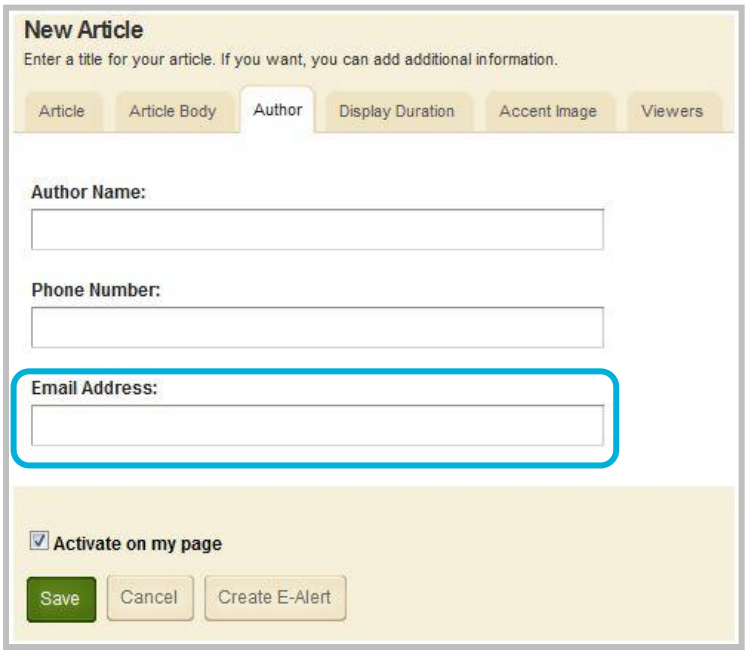
Field Name: Email

Location: Alumni Directory App > New Alumnus

Regarding: App Record

Comments: The value in this field is used for display only.

Apps—Article Library



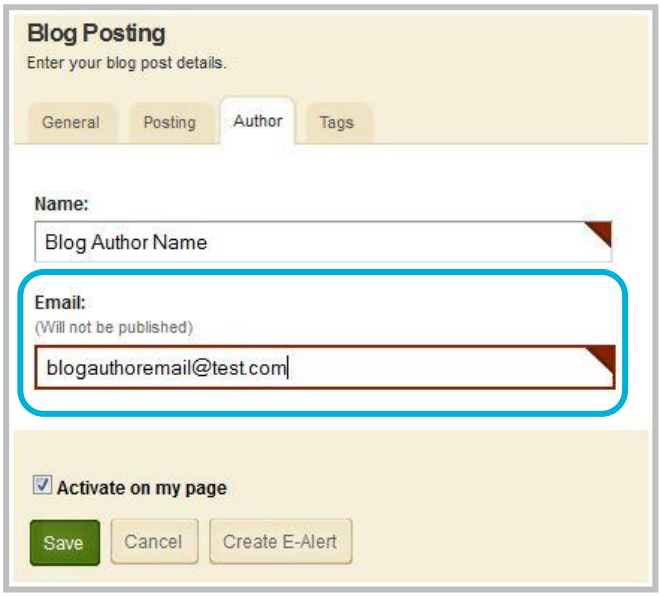
Field Name: Email Address

Location: Article Library App→Author Tab

Regarding: App Record

Comments: This Email address displays below the content of the article.

Apps—Blog



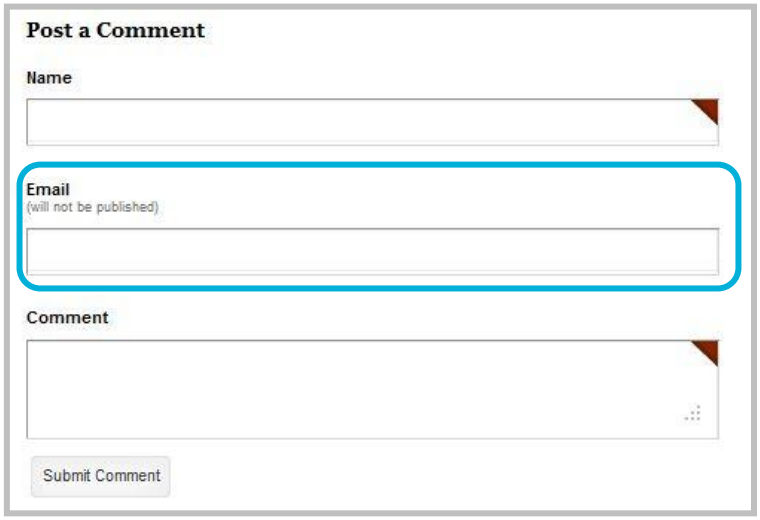
Field Name: Email

Location: Blog App→Author Tab

Regarding: Blogs

Comments: This Email address has functions as information only.

Apps—Blog Commenting



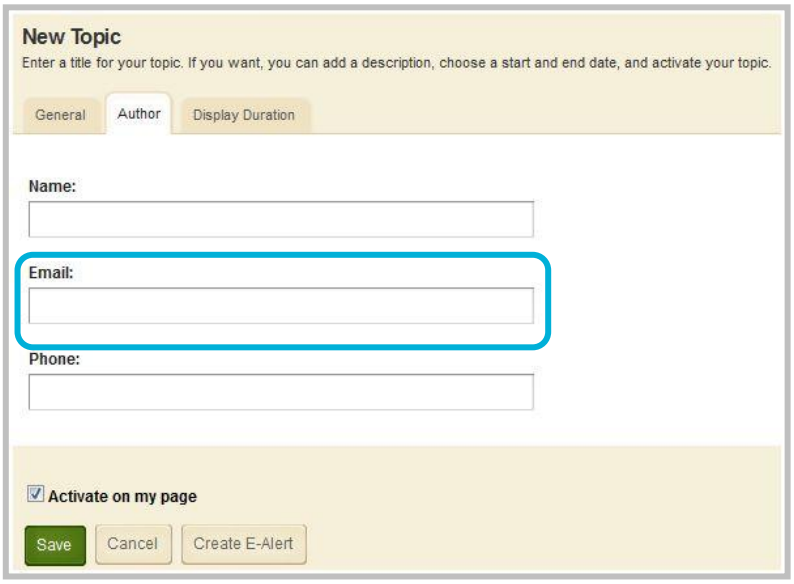
Field Name: Email

Location: App (end-user website)→Post a Comment

Regarding: Commenting Blog Visitor's Email

Comments: This Email address displays on the end-user website in apps with the Commenting option activated. The value in this field is automatically populated with the Email Address specified in the User's Account information, provided that user is signed in.

Apps—Discussion



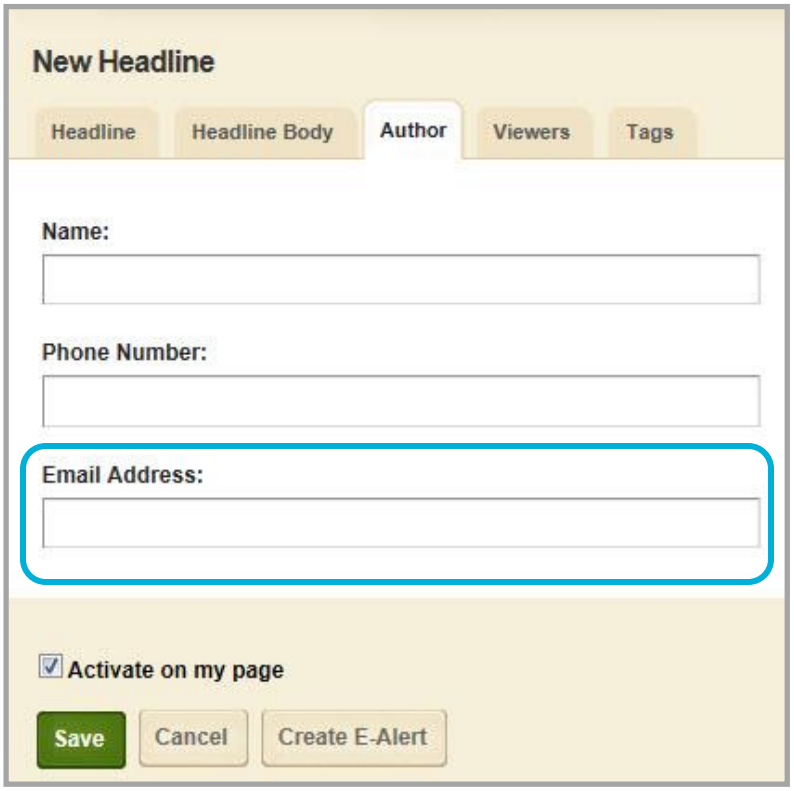
Field Name: Email

Location: Discussion App→New Topic→Author Tab

Regarding: Discussion App Author Email Address

Comments: This Email address functions as information only.

Apps—Headlines & Features



Field Name: Email Address

Location: Headlines & Features→Author Tab

Regarding: Headlines & Features App Author Email Address

Comments: This Email address displays below the content of the headline body.

System-Generated Emails

Here are examples of automatically generated Email messages that are triggered and sent to users.

Content Moderation: Content Approval—Content Waiting Approval

A content waiting approval Email is triggered and sent when content is submitted to be approved.

From:	User Account Email Address of Editor that is submitting the content
To:	All users listed as Approvers for the Content Group
Subject:	Content is awaiting your approval.
Body:	[Submitting Editor First Name Last Name] submitted the following content for your approval on [Long Date and Time content was submitted]: [Content Preview] Click here to view your approval queue: [link to Approval Queue] Thank you.

Content Moderation: Content Approval—Content Approved

A comment approved Email is triggered when an approver approves content in the Approval Queue.

From:	Approver
To:	User Account Email Address of Editor that submitted the content
Subject:	Your content has been approved in the [*App Name*] app.
Body:	[*Approver First Name Last Name*] approved the following content on [*Long Date and Time*]: Thank you.

Content Moderation: Content Approval—Content Declined

A content declined Email is triggered when an approver declines content in the Approval Queue.

From:	Approver
To:	User Account Email Address of Editor that submitted the content
Subject:	Your content has been declined in the [*App Name*] app.
Body:	[*Approver First Name Last Name]* declined the following content on *[Long Date and Time*]: Comment: [*Approver's comments*] Thank you.

Users & Groups—Forgot Password

A forgot password Email is triggered when a user clicks the **Forgot Password** link.

From:	Users & Groups > Settings > General Tab > From Email Address
To:	Requesting user's Email address (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
Subject:	Forgot [Site Name] Website Password – Select A New One
Body:	Hello [FirstName]! Forgot your password? No problem! Just click this link and create a new one. *http://linktoresetpassword* This password reset link will expire in 24 hours. If you have any questions, please contact your site administrator at *Users & Groups > Settings > General Tab > From Email Address*. Sincerely, [*Site Name*]

Users & Groups—New Account

A new user account Email is triggered when a new user account is created and the site administrator opts to send an Email to the user.

From:	Users & Groups > Settings > General Tab > From Email Address
To:	New User Account Email (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
Subject:	A User Account Has Been Created For You on the [*Site Name*] Website
Body:	Hello [FirstName]! A new user account has been created for you at [Web*site URL*]. Your user name is: [*UserName*] Click this link to create a password for our account. *http://linktoresetpassword* This password link will expire in 24 hours. To create a password after this link expires, click Sign In then Forgot My Password. If you have any questions, please contact your site administrator at *Users & Groups > Settings > General Tab > From Email Address*. Sincerely, [*Site Name*]

Users & Groups—New User Has Registered

A new user registration notification email is triggered when a new user account is created using the Register button.

From:	Users & Groups > Settings > General Tab > Email Address
To:	Users & Groups > Settings > General Tab > Email Address
Subject:	User Registration Notification
Body:	A new user has registered on [Website URL]. You may wish to update this user's Site Manager Passport and Groups. New User's Name: [Registered User's First Name Last Name] Address: [registrant address] Telephone: [registrant phone] Fax: [registrant fax] Email: [registrant email]

Passkey Suggestion Approved

A Passkey suggestion approval Email is triggered when a Passkey suggestion is approved.

From:	System Email Address (Configure > System Settings > General Tab)
To:	Suggesting User Account Email Address
Subject:	Passkey Suggestion Approved
Body:	Your PassKey suggestion has been approved. The PassKey will be added shortly. Thank you, [*Site Name*] Website Administrator

Passkey Suggestion Declined

A Passkey suggestion declined Email is triggered when a Passkey suggestion is declined.

From:	System Email Address (Configure > System Settings > General Tab)
To:	Suggesting User Account Email Address
Subject:	Passkey Suggestion Declined
Body:	Your PassKey suggestion has been Declined. Thank you, [*Site Name*] Website Administrator

Registered Calendar Event: New Registration—Registrant

A new registration Email is triggered and sent to registrants when they register for a registered calendar event.

From:	Event Organizer Email Address (Calendar App > Calendar Event Details > Contact Tab > Email)
To:	Registering User Account Email Address (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
Subject:	Registration Confirmation
Body:	You've successfully registered for the following event. We'll notify you if this event is changed in any way. Event: [*Event Title*] Date: [*Event Date and Time*] You can view or modify your registrations by signing into the website and clicking View My Events on any calendar. Thank you, [*Event Contact Name*] [*Event Contact Email Address*]

Registered Calendar Event: New Registration—Event Organizer

A new registration Email is triggered and sent to the event organizer when a user registers for a registered calendar event.

From:	Registering User Account Email Address (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
To:	Event Organizer Email Address (Calendar App > Calendar Event Details > Contact Tab > Email)
Subject:	New Event Registration
Body:	Section Editor has registered for the following event: Event: [*Event Title*] Date: [*Event Date and Time*] Contact Information: [*Registering User First Name Last Name*] [*Registering User Email Address*]

Registered Calendar Event: Event Details Change—Notification

An events details change Email is triggered and sent to registrants when a registered event has at least one registrant, the *Send Change Notification Emails* check box is checked, **Save** is clicked and one of the fields noted in the body below is changed.

From:	Event Contact Email Address
To:	Event Registrant User Account Email Address
Subject:	Event Change Notification
Body:	The following details have been changed for the event you've registered for - Training Session 1: [*For an Event Title or Description Change*]: Event Name:: [*Event Name*] Description: [*Event Description*] [*For an Event Location Change*]: Location Name: [*Event Location Name*] Zip Code: [*Event Location ZIP Code*] [*Date or Time Change*]: Start Date: [*Event Start Date*] Start Time: [*Event Start Time*] End Date: [*Event End Date*] End Time: [*Event End Time*] AllDayEvent: [*Yes/No*] [*Event Description text*] If you have any questions, please Email [*Event Contact Email Address*] You are still registered for this event. If you wish to cancel or update your registration visit the My Events page. Click View My Events on any calendar if you'd like to view or cancel your registration. Thank you, [*Event Contact Name*] [*Event Contact Email Address*]

Registered Calendar Event: Registration Canceled—Registrant

A registration canceled Email is triggered and sent to registrants when a registration is cancelled by the registrant or event organizer.

From:	Event Contact Email Address
To:	Event Registrant Email Address
Subject:	Event Registration Cancelled
Body:	Your registration has been cancelled for the following event: Event: [*Event Title*] Date: [*Date and Time*] Please check our calendar again for future event postings. Visit [*Site URL*] to view Calendar events. Thank you, [*Event Contact Name*] [*Event Contact Email Address*]"

Registered Calendar Event: Registration Canceled—Event Organizer

A registration canceled Email is triggered and sent to the event organizer when a registration is cancelled by the registrant or event organizer.

From:	Event Registrant Email Address
To:	Event Contact Email Address
Subject:	Event Registration Cancellation
Body:	[*Event Registrant Name*] has cancelled their registration for the following event: Event: *[Event Title*] Date: [*Date and Time*] Contact Information: [*Event Registrant Name*] [*Event Registrant Phone Number*] [*Event Registrant Email Address*]

Registered Calendar Event: Event Canceled—Event Registrant

An event canceled Email is triggered and sent to registrants when a calendar event is canceled.

From:	Event Contact Email Address
To:	Event Registrant Email Address
Subject:	The following event, for which you are registered, has been cancelled.
Body:	Event: [*Event Name*] Date: [*Event Date*] Thank you for your interest. We apologize for the cancellation. Please check our calendar again for future event postings.

Calendar Posting Request—Editor Requests Their Event to be Posted to another Calendar

An email is sent to a user notifying them that another editor wants to post an event from another calendar to their calendar.

From:	Requesting editor's user account email address (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
To:	Calendar Notification Email for Destination Calendar (Calendar App > Calendar Event Details > Contact Tab > Email)
Subject:	Calendar Posting Request
Body:	There is a new event posting request in your calendar queue. Calendar: [destination calendar name(workspace name)] Originating calendar: [App name] [(Site name / Subsite name/ Channel name /Section name)] Posting requested by: [requesting editor's user account First name Last name]

Calendar Posting Request—Posting Request Approved

A response email is generated when a calendar posting request is approved.

From:	Approver's user account email address (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
To:	Calendar notification email for originating calendar (Calendar App > Calendar Event Details > Contact Tab > Email)
Subject:	Calendar Posting Request Approved
Body:	Your request to post event titled '[Event Title]' on the parent calendar has been approved.

Calendar Posting Request—Posting Request Denied

A response email is generated when a calendar posting request is declined.

From:	Approver's user account email address (Users & Groups > Users > Users Tab > User Account Details > User Settings Tab > Email Address)
To:	Calendar notification email for originating calendar (Calendar App > Calendar Event Details > Contact Tab > Email)
Subject:	Calendar Posting Request Denied
Body:	Your event posting request has been declined. Event Name: [Event Title] Calendar: [Destination Calendar Name(Workspace Name)]

App Social Settings—New Comment Submitted

A new comment Email is triggered when a new comment is posted to an app.

From:	Site Settings Contact Email Address
To:	Section Contact Email Address
Subject:	A comment has been added to your app posting.
Body:	A comment has been added to the following app posting: Title: [*App Name*] The following person wrote the comment: Name: [*Logged-in user's First Name Last Name/Anonymous*] Date and Time: [*Long Date and Time of Comment Submission*] Comment: [*Text of Comment*]

Content E-Alert—Editor sends E-Alert

A content E-Alert is sent when an editor click the Send E-Alert button in an app.

From:	Sender email in Content E-Alert window (default is user email for logged in editor sending the E-Alert)
To:	All users who have subscribed to section through Edit Account Settings > Manage Subscriptions
Subject:	[Section name] website content has been updated.
Body:	The following site was recently updated: [Section URL] You have received this message because you're subscribed to E-Alerts from this area of our website. To unsubscribe, sign in to the website and edit your account settings in the My Account area. Thank you, [Parent Site Name] Web Administrator