



HOMESCHOOL-LIFE.com™

Email Addresses & Email Notifications

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I. Email Addresses

These are fields specifically designated to hold email addresses. (This does not include *general* text boxes where email addresses could potentially be included by admin.)

- **Website Admin Email.** Admin Home > Settings > Group Profile
- **Billing Email.** Admin Home > Settings > Group Profile
- **Registration Notification Email.** Admin Home > Settings > Group Profile
- **Notify Admin When a Family Profile is Updated.** Admin Home > Settings > Privacy & Security > Privacy Options
- **Email Reply to.** Admin Home > Communication > Search and Send > Email Selected (Configured within each email communication)
- **Email Also to.** Admin Home > Communication > Search and Send > Email Selected (Configured within each email communication)
- **Send a Test of the Weekly Email.** Admin Home > Communication > Settings
- **Footer.** Admin Home > Appearance > Site Design > Footer
- **Email Address to Send Submitted I-Forms to.** Admin Home > Pages > Custom Pages > Interactive Forms (Click on the title of the individual iForm)
- **iForm Completion Email Message.** Admin Home > Pages > Custom Pages > Interactive Forms (Click on "Completed" for the individual iForm)
- **Paypal ID.** Admin Home > Tools > Accounting > Settings
- **Email Business Directory Notifications to.** Admin Home > Tools > Businesses > Settings
- **Business Email.** Admin Home > Tools > Businesses > Business Directory (Within each business listing)
- **Class Coordinator Email Address.** Admin Home > Tools > Classes > Classes and Rosters (on the General Info tab within each class)
- **Instructor Email.** Admin Home > Tools > Classes > Instructors (within each Instructor profile)
- **Notification when a new class is requested or an instructor changes a class's "Title", "Description" or "Notes to Admin."** Admin Home > Tools > Classes > Settings > General
- **Event Coordinator Email.** Admin Home > Tools > Calendar (On the Signups tab of each event)
- **Classified Email.** Admin Home > Tools > Classifieds > Classifieds (Within each classified listing)
- **Contact Information.** Admin Home > Tools > Contact Information (Within each contact)
- **Notification for when families submit new Photo Albums.** Admin Home > Tools > Photo Albums > Settings
- **Non-member Mailing List.** Admin Home > Tools > Mailing List > Manage List
- **Notification for when families submit new Links.** Admin Home > Tools > Links > Settings

II. What Triggers Emails

This is *not* including all the places that admins or instructors can click on a button that literally says "Email"

- When a family submits a new member application:
 - To Family that just submitted the application
 - To Registration Notification Email
- When admin approves a family:
 - To Family
 - To Registration Notification Email
- When admin denies a family:
 - To Family
 - To Registration Notification Email
- When admin sends the custom membership message to family:
 - To Family
 - To Registration Notification Email
- When a family updates their profile (if setting is so configured by admin):
 - To Website Admin
- When a family submits an iForm:
 - To Family
 - To email of choice (if setting is so configured by admin)
- When invoices, payments, or adjustments are manually added:
 - To Family (if setting is so configured by admin)
- When instructor updates a class title, description, or notes to admin:
 - To Website Admin
 - To Additional Alternate Email (if so configured by admin)
- When rosters change (new enrollments or new cancellations):
 - To Website Admin and/or Billing Email and/or Class Coordinator and/or Class Instructor (as configured by admin)
- When a family registers a student for a waitlisted class (if so configured by admin):
 - To that family
- When there is a cancellation in a class that has a waitlist:
 - To Website Admin

- When a waitlisted class registration is moved to Signed Up (if setting is turned on by admin):
 - To Family
 - To Instructor
 - To Website Admin
- Class Reminder (as configured by admin):
 - To families of students on that class roster
- When an Instructor submits a new class proposal
 - To Website Admin
- When a new class proposal is approved (if setting is turned on by admin):
 - Instructor
- When families submit calendar events for approval:
 - To Website Admin or Alternate Email (as configured by admin)
- When families sign up for an event
 - To Event Coordinator
- Event Reminder (as configured by admin)
 - To families who are signed up
- When families submit business directory items for approval:
 - To Website Admin (as configured by admin)
- When new Conversations or new replies to Conversations are posted:
 - To families (as configured by each family)
- When items are purchased from the store:
 - To Website Admin
- When families submit new photos:
 - To Website Admin or Alternate Email (as configured by admin)
- When families submit new Links:
 - To Website Admin or Alternate Email (as configured by admin)
- When parking families if parking from the Manage Families page (parking from the Edit Info page does not result in an email being sent.)
 - To Family
- When unparking families if unparking from the Manage Families page (unparking from the Edit Info page does not result in an email being sent.)
 - To Family

- When families select to Reset My Password or Send Username:
 - To Family