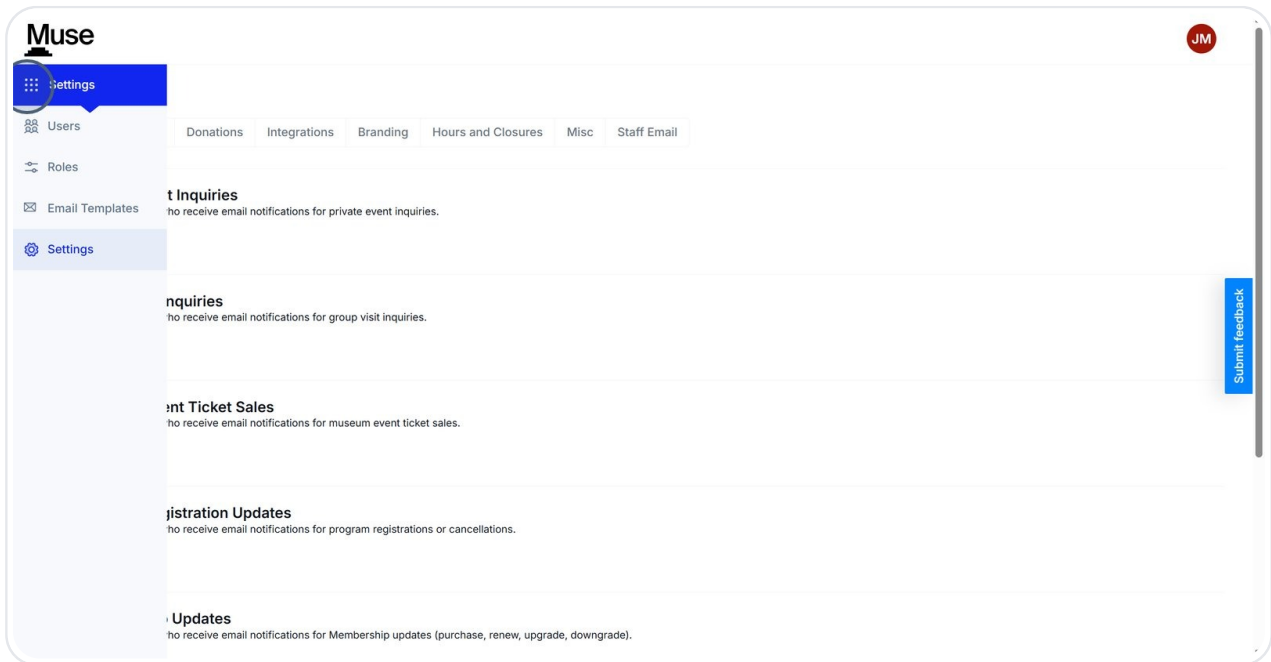


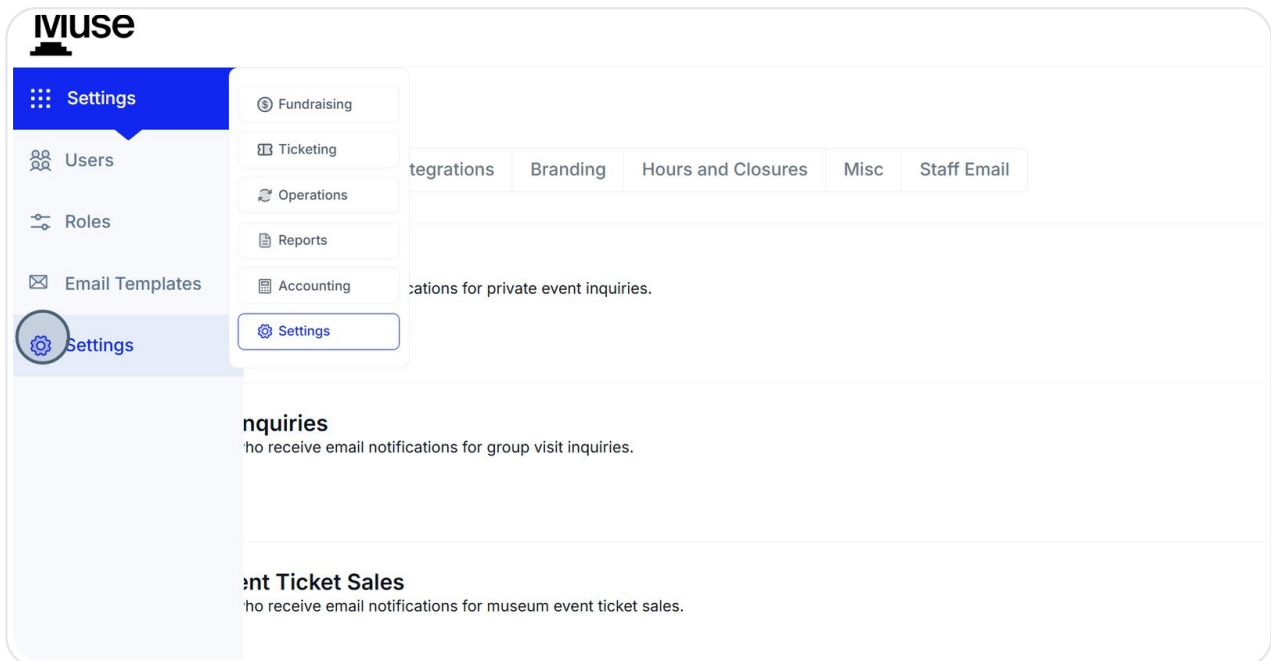


Notification Types

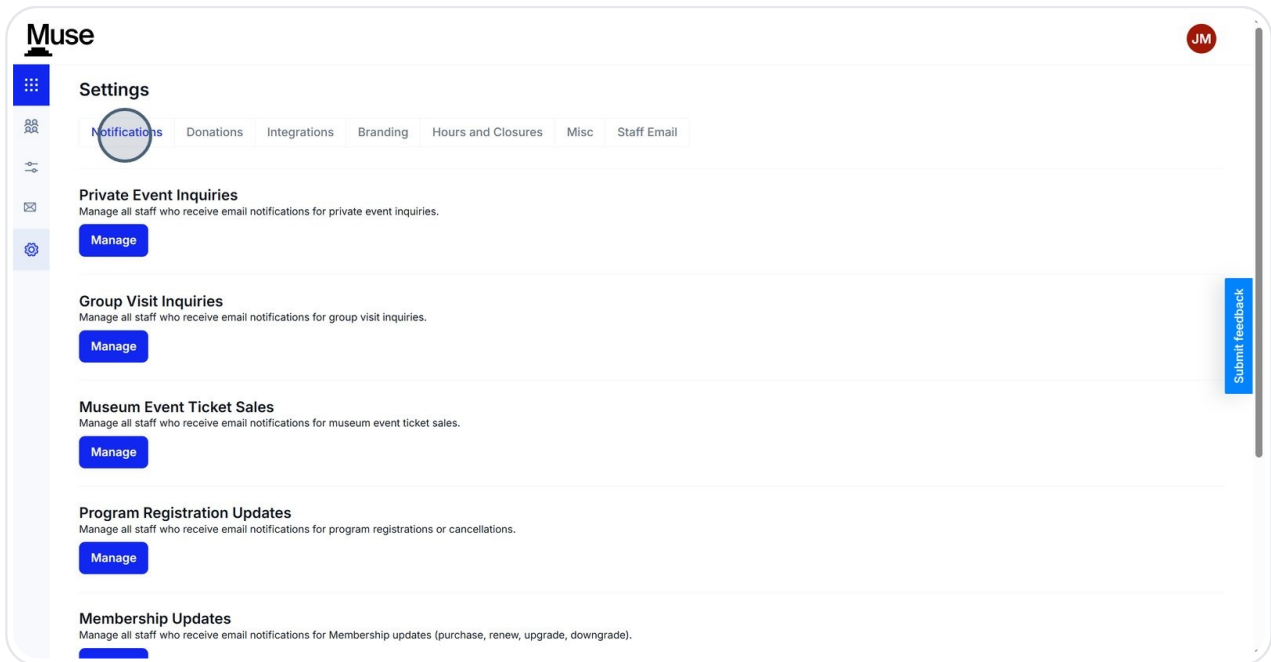
1. Click the blue North Star icon.



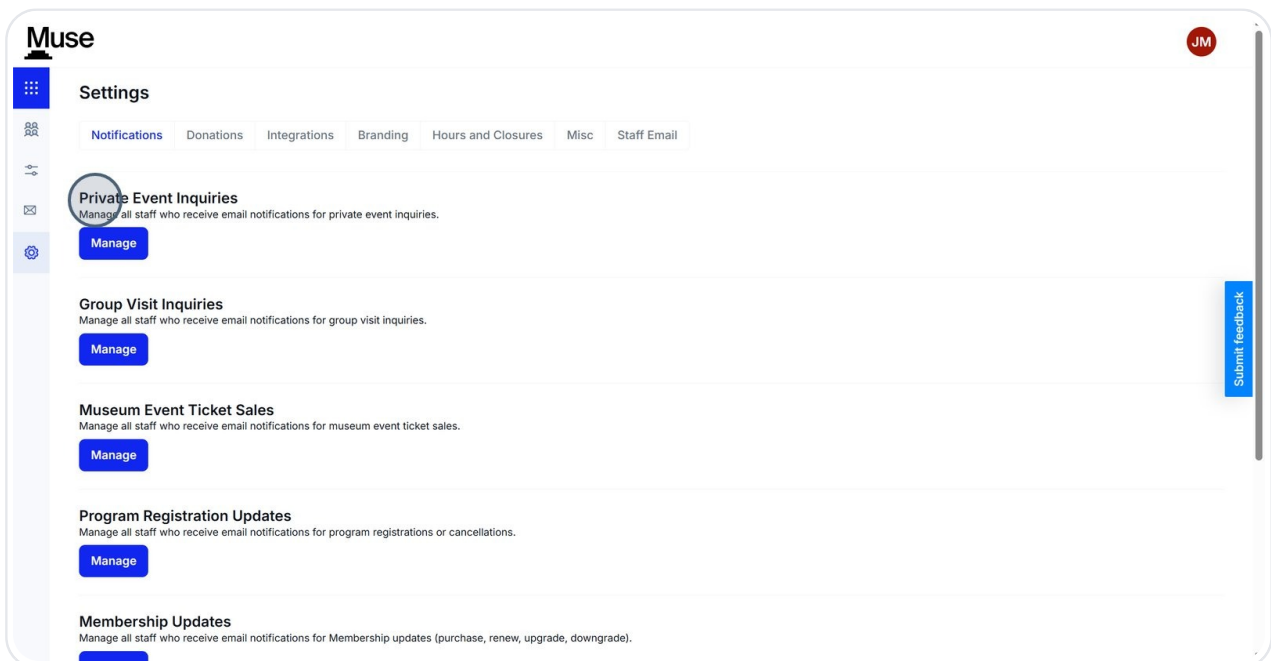
2. Select 'Settings' from the admin menu options.



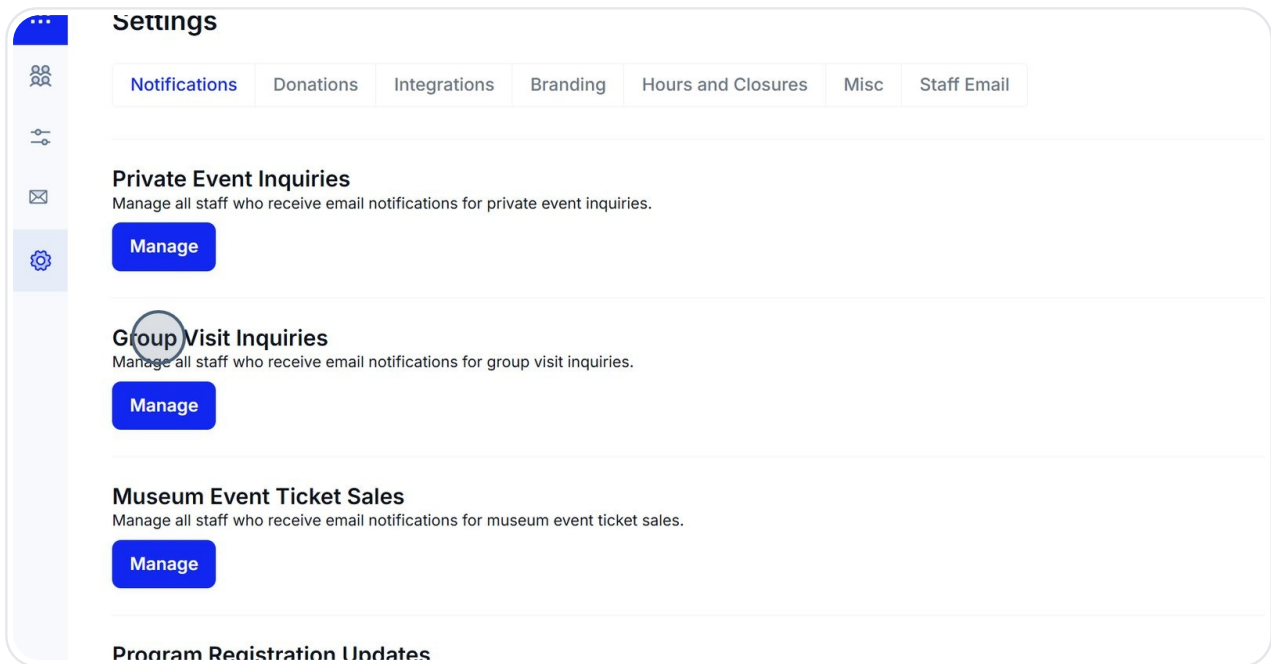
3. Click the 'Notifications' tab.



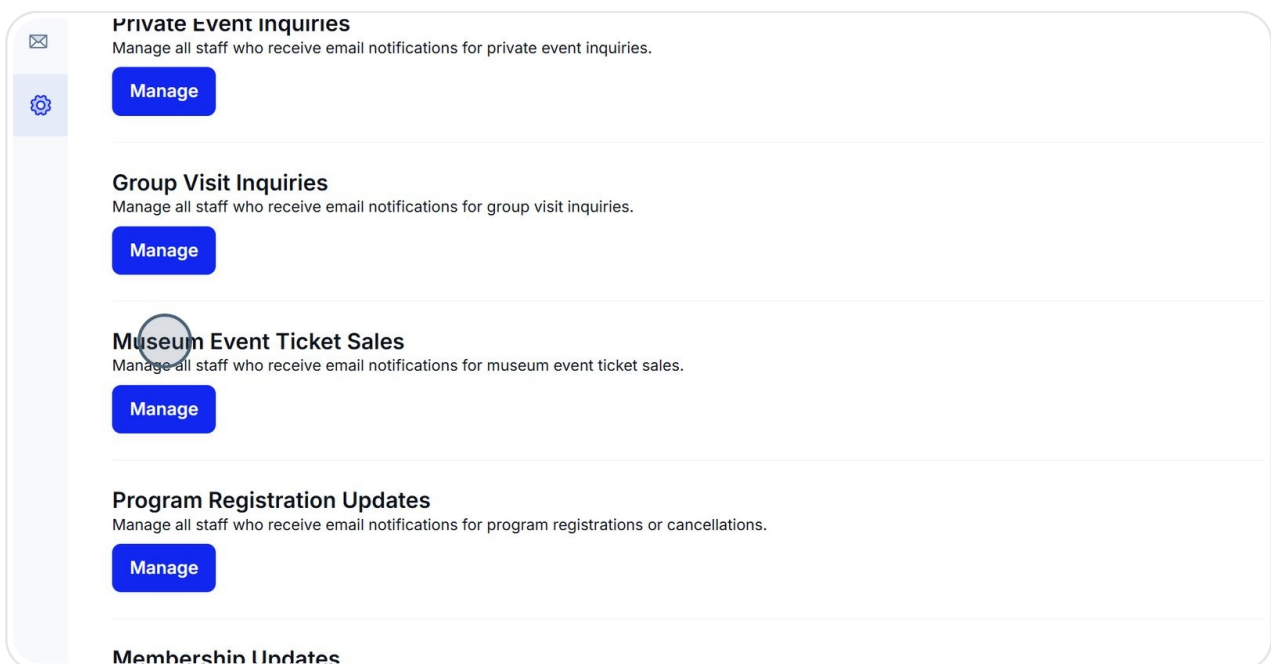
4. "Private Event Inquiries" is an email notification to select team members whenever a private event inquiry is submitted via your e-commerce page.



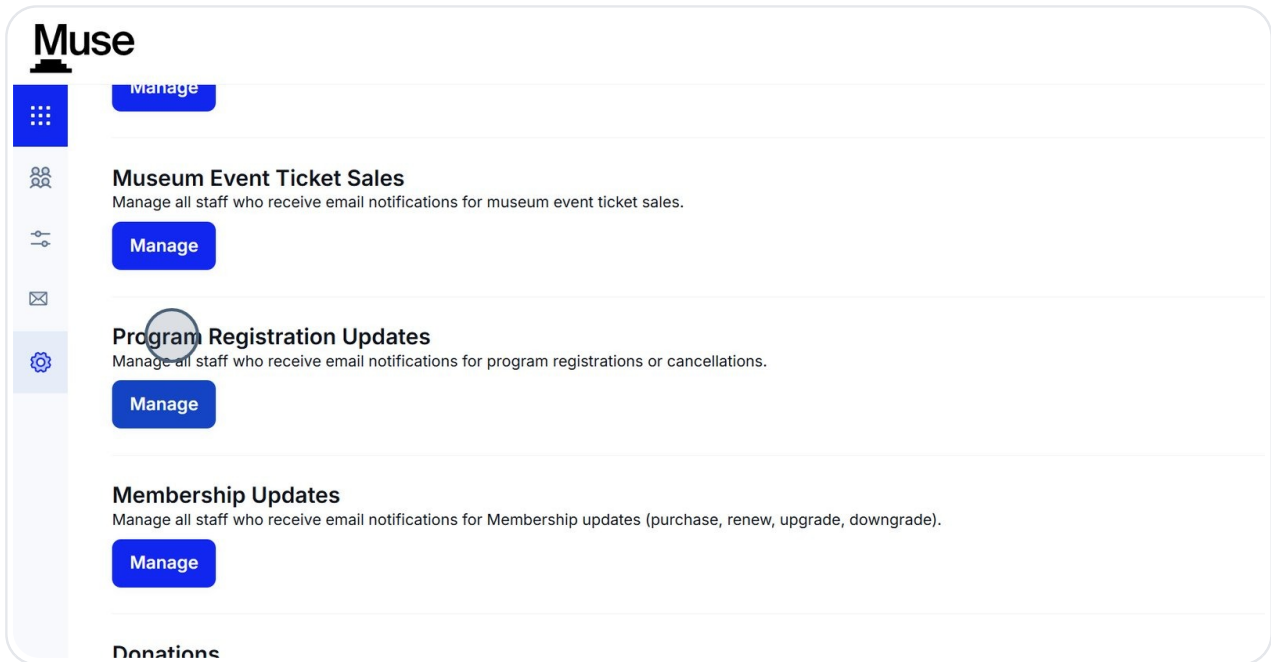
5. "Group Visit Inquiries" is an email notification to select team members whenever a Group Visit inquiry is submitted via your e-commerce page.



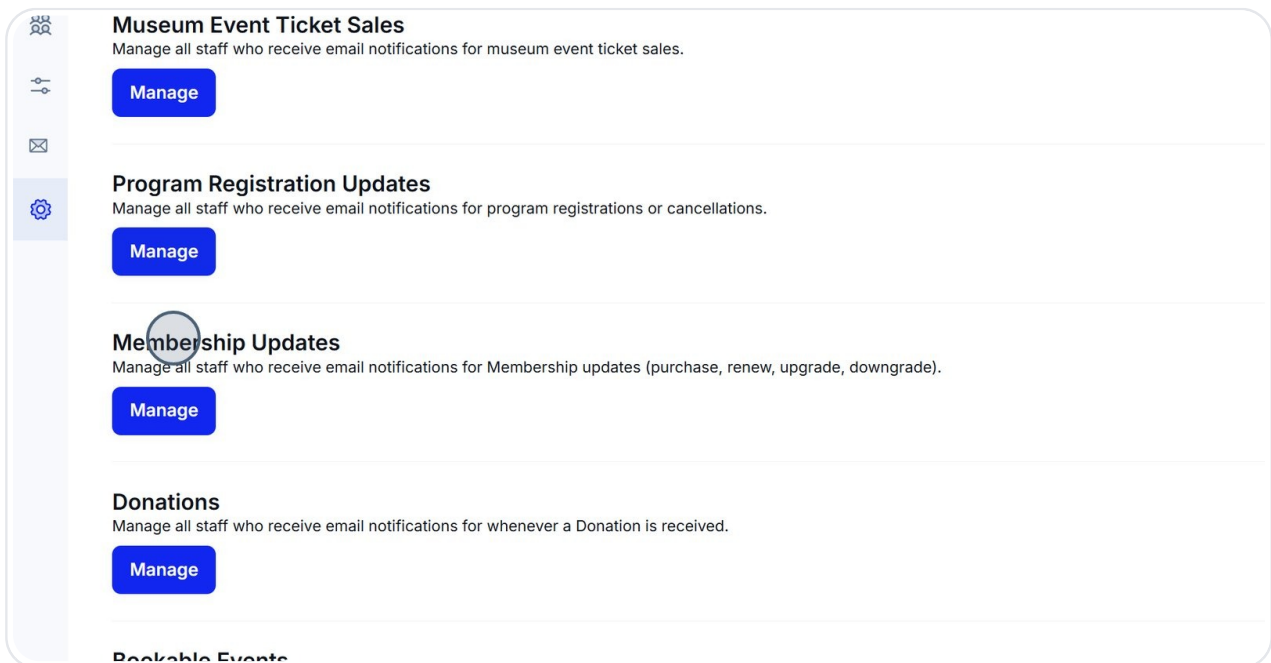
6. "Museum Event Ticket Sales" is an email notification to select team members whenever an event ticket is sold via your e-commerce page.



7. "Program Registration Updates" is an email notification to select team members whenever anyone registers for a Program.



8. "Membership Updates" is an email notification to select team members whenever a Membership is sold.



9. "Donations" is an email notification to select team members whenever a Donation is made.



Program Registration Updates
Manage all staff who receive email notifications for program registrations or cancellations.
[Manage](#)

Membership Updates
Manage all staff who receive email notifications for Membership updates (purchase, renew, upgrade, downgrade).
[Manage](#)

**Donations**
Manage all staff who receive email notifications for whenever a Donation is received.
[Manage](#)

Bookable Events
Manage all staff who receive email notifications when an online booking is made.
[Manage](#)

10. "Bookable Events" is an email notification to select team members whenever an online booking is made.



Program Registration Updates
Manage all staff who receive email notifications for program registrations or cancellations.
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Membership Updates
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Donations
Manage all staff who receive email notifications for whenever a Donation is received.
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**Bookable Events**
Manage all staff who receive email notifications when an online booking is made.
[Manage](#)