

# Admin Email Notification Settings

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Org and campaign admins receive emails for order form purchases, item donations received from the Item Donation Form, and monetary donations received both through the Donate Now form and on Champion pages by default.

## Watch a video

## Adjust notification options

1. From the **Users** container within the **Dashboard**, click the **More** button ("...").
2. Click **Manage Users**.
3. Type in the admin name and click **Search**.
4. Click the user account to open the **User Details**.
5. Scroll down in **User Details** to **Admin Notifications**.

The screenshot displays the 'Users' management interface. On the left, a table lists users with columns for BID #, NAME, SEATING GROUP, ID, and HOW DID YOU HEAR ABOUT US?. A search filter is set to 'Jamie smith'. On the right, the 'USER DETAIL' panel for 'Smith, Jamie' is shown. The 'Admin Notifications' section is highlighted with a red box and contains three checked items:

Admin Notifications
<input checked="" type="checkbox"/> Email when tickets and instant items are purchased via the home page order form.
<input checked="" type="checkbox"/> Email when an item is donated via item donation form.
<input checked="" type="checkbox"/> Email when a monetary donation is received via the donate now form and champion pages.

6. Uncheck to stop messages moving forward.

**Note:** Visit [Messages](#) to learn about auto-generated and custom emails to send to supporters. Additionally, no admin notifications are sent for donations or ticket purchases placed by an Admin on behalf of a supporter. This includes donations or tickets purchased via the Admin > Ticket Orders page or donations placed via Champions > Add Donation.