

Getting Notifications when Transactions Happen

Do you want to get an email in your inbox every time someone submits a form, such as a donation, ticket, or signup form? Preferably one with the details of the submitted transaction? Read on!

Some systems allow for *notification* emails to do that. EveryAction's Online Actions forms do not. Instead, you **add your email to a list of people who are BCCed on the donor's confirmation email**. Watch this video to see where, and how.



So to recap that's **Online Actions > Your Form > (3) Confirmation Page > Confirmation Email > Send Email Confirmation Copy To**. I believe you can enter as many as 20 emails in a comma-separated list. A couple of notes:

- This is an email to the donor. The sender is audubonconnect@ea.audubon.org, and the reply-to address is whatever you've specified on the form. If you reply-all to this email, **that reply will also go the donor**. So careful with the gloating.
- As with any email sent by a robot, **this email might hit your junk or clutter inbox**, or whatever the kids are calling that these days. Hopefully not spam, but maybe.

Enjoy your noisy notification and instant gratification!