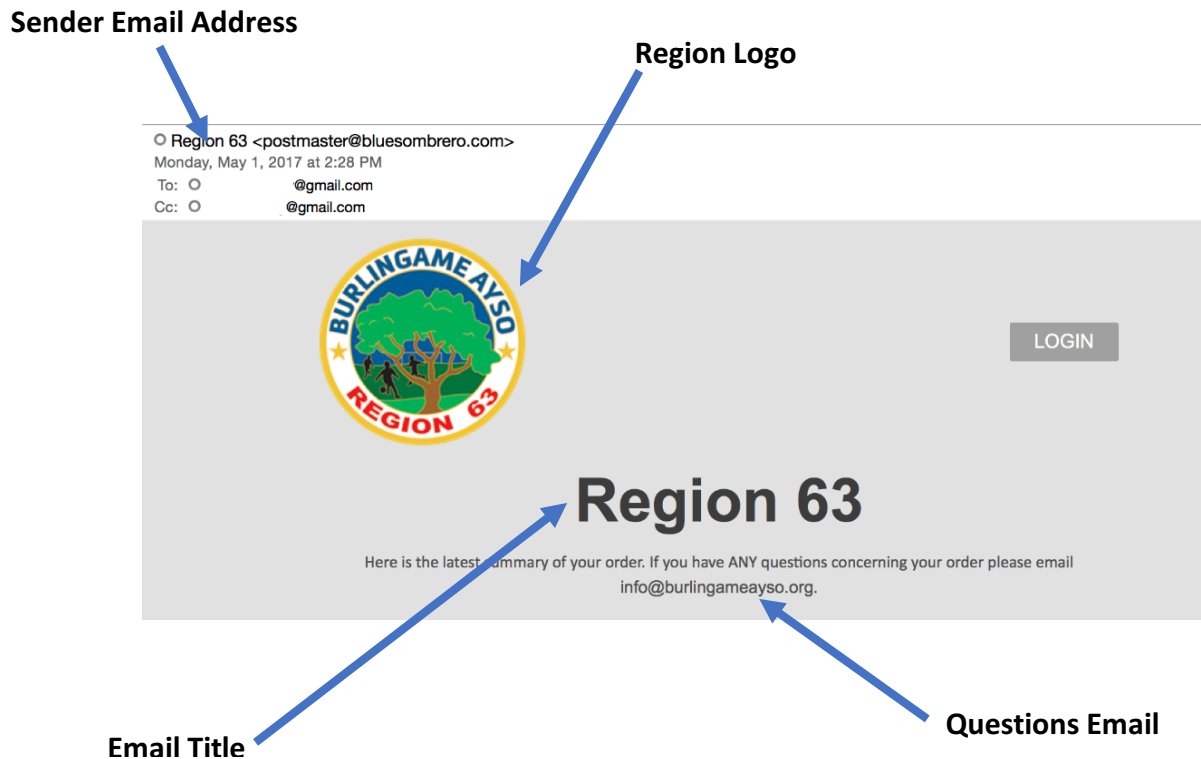


Setting Items in Email Correspondence

Emails being sent regarding orders look similar to that below. The items marked and how to change them are indicated. Two are linked (the sender's name and the main "title") and can only be changed by sending a request to Blue Sombrero.



Region Logo: This is also the logo that appears next to the AYSO logo on the website. To set the logo: select Website, then Home, then Settings to upload the Logo. See Page 2 for details.

Questions Email: In the case of the email info@burlingameayso.org, the email that shows up on those confirmations and other email correspondence is associated with the account of the lead club administrator. See Page 3 to see details on changing this email address.

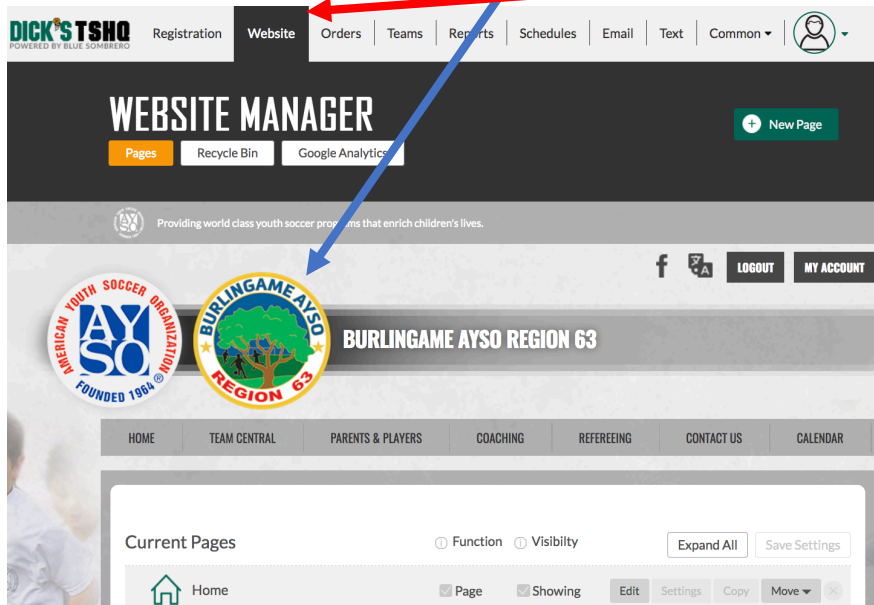
Sender Email Address & Email Title: These cannot be set locally. These are tied together and also sets the name in the footer of the website. To alter these, send an email to aysosupport@bluesombrero.com with the subject line: **Site Title Change** and the body in the form:

Region ###, would like to request that Blue Sombrero support team change the name that is included with emails from region as well the Title in confirmation emails and the footer on the website. Currently, the emails show as being from 'REGION ###'. Will you please change to "[your region common name]".

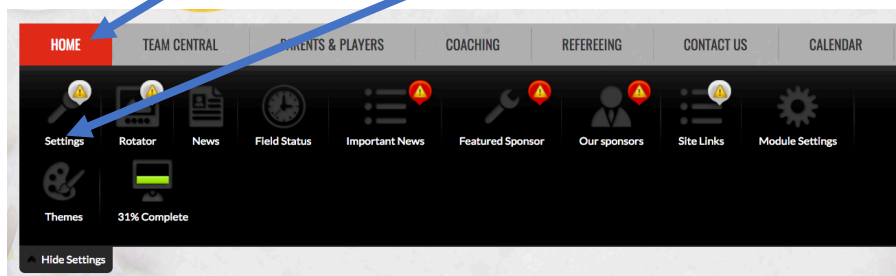
In this example "Region 63" changed to "Burlingame AYSO"

Setting Items in Email Correspondence

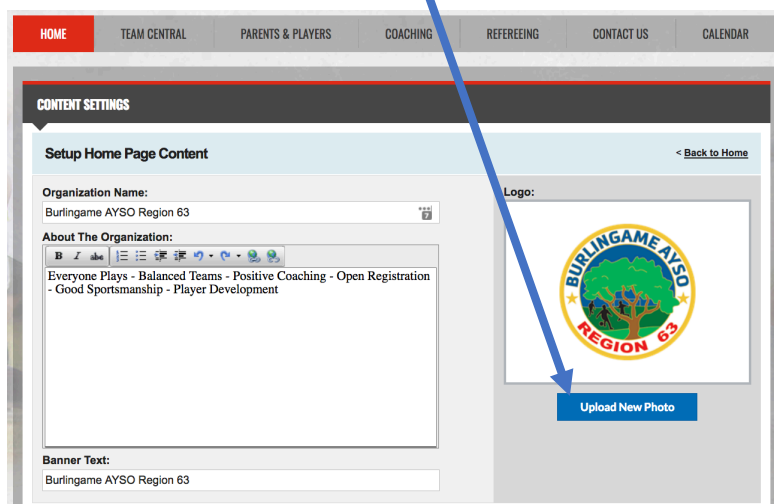
To set the Logo in the emails, and the logo for the website. Select the “Website” admin tab



Then select “HOME” and then “Settings”



From here, Select the “Upload New Photo” to upload the logo

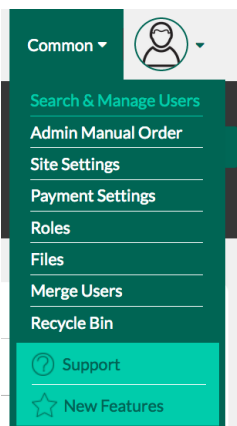


Setting Items in Email Correspondence

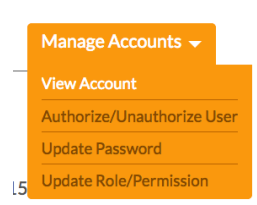
Setting the “Correspondence” email is done by setting the main Club Administrator’s email address. This is most often the first account provided to a region, like region##admin or AYSO## admin.

So the this page, shows how to access that account (as long as you are an admin). You can, of course, log into this account if you have access to it.

First find that account by going to Common→Search & Manage Users and find the account.

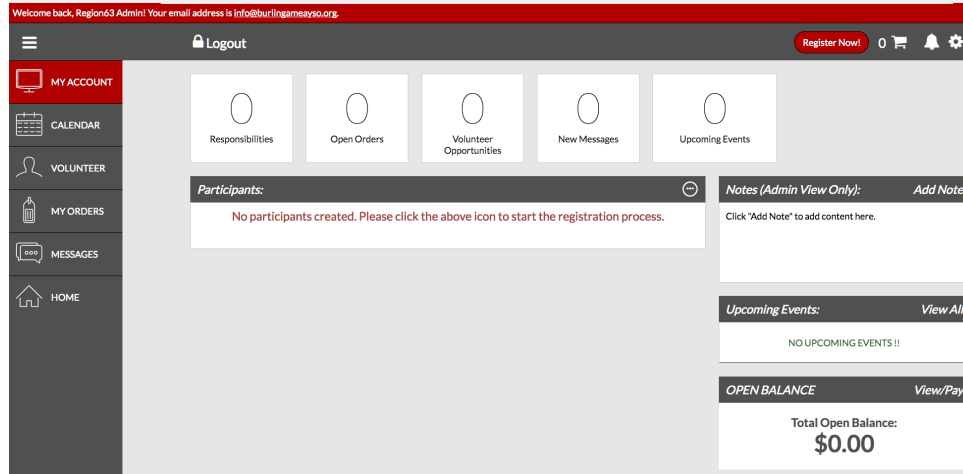
A screenshot of the 'USER ACCOUNTS' page. The header is dark grey with the title 'USER ACCOUNTS' in white and a 'New Account' button. Below the header is a search section with the text 'Use the fields below to search for any existing account. You can search by 1 or many fields at a time.' The search fields are organized into sections: 'Account' (First Name, Last Name), 'Player' (First Name, Last Name), 'Volunteer' (First Name, Last Name), and 'Other' (Username, Email, Telephone, Team Name, Order Number). A 'Search' button is at the bottom right of the search section. Below the search section is a user profile for 'Burlingame AYSO Admin (Primary User)' with a 'Manage Accounts' button. The profile details are divided into 'Customer Details' and 'Participant Details'. The 'Customer Details' section includes fields for Site Security Role, Username, Email, Secondary Email, Created Date, Telephone, and Cell Phone. The 'Participant Details' section is a table with columns for Name, Sex, Birth Date, Program, Division, Team, Start Date, and End Date.

Once you find the account, select Manage Accounts→View Account




Setting Items in Email Correspondence

Now that you are logged into the primary Club Administrator Account, select the gear icon in the upper right corner



This brings up the settings for the user. Setting this email address will change the correspondence email. Note, you may need to fill in some of the required fields in order to update these settings.

Primary Parent/Guardian Information

 **Burlingame AYSO Admin**
Email: info@burlingameayso.org
Username: Region63admin

Gender*

First Name*

Last Name*

Select your relationship to your participants*

Email Address*

Username*

Address*

Address Unit

City*

State*

ZIP Code*

Home Phone

Cell Phone*

Receive Text Alerts? ☐ No [What's this ?](#)

Secondary Email Address

[+ Add Additional Account Holder](#) [Change Password](#) [Back](#) [Update](#) [UnRegister](#)