



## What are Autoresponder Emails

Autoresponders are emails that are automatically sent from the system triggered by a specific action.

Some actions include:

- Registration
- Someone joined your team
- Making a donation (tax receipt)
- Someone made a donation on your behalf
- Reaching 50% of fundraising goal
- Reaching a fundraising milestone

## Fundraising Milestones and Badges

Autoresponder emails have been set up to congratulate a participant for reaching a specific fundraising level. Fundraising Badges are also connected to these levels and will appear on the Participants fundraising page when achieved.

### **Achievements**



The Fundraising Milestone levels are currently set at:

- \$250
- \$500
- \$1000

## Follow Up Emails

In addition to the action based emails, there are **Follow Up Emails** that are set to trigger as a follow up to a TeamRaiser Registration.

BCY currently has the follow up emails set to send 7 and 14 days after the initial registration date.

The first follow up email contains fundraising coaching information encouraging participants to update and customize their personal page, and send out email to their supporters by logging into the Participant Centre. The second follow up email talks about *"How to Raise \$100"*.

To view the content of the Autoresponder emails – see [How to View Autoresponder Emails](#)

**Note: Autoresponders are always sent regardless of the participants email opt in/out preferences. It is considered a "receipt" of an action performed within the system.**

