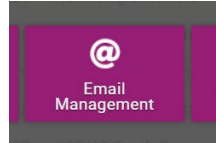


To receive an email notification when you receive a booking, follow this guide

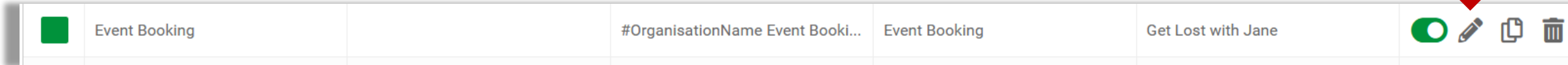
1. Go to Email Management tile



2. Click the **Events** filter

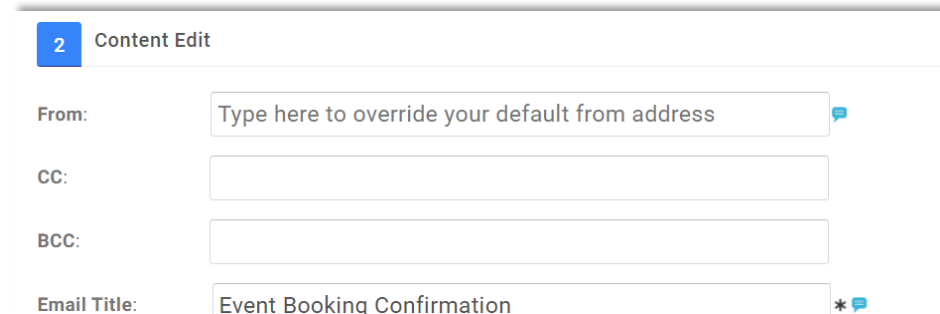


3. Find the **Event Booking** email that is toggled green (active) and click the **edit** button



4. Add your email address into the "cc" field

5. Click Save



2 Content Edit

From:

CC:

BCC:

Email Title:

6. You will now receive a copy of the booking email when someone books.