

## 6. Messaging Settings

**Messaging Settings** is where you set the *defaults* for all class notifications — who they come from, how they read, what they attach — and where you schedule automatic reminders before a class starts. Setting this up well means most communication happens consistently and automatically.

### 6.1 Enabling notifications

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The screen shows whether class notifications are currently on or off, with an **Enable Notifications / Disable Notifications** action. Once enabled, you get **Edit Settings**, **Preview** and **Manage Notification Schedule** actions, and a summary of the current settings and reminder schedule.

### 6.2 Default email settings

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| Field                                | What it sets  |
|--------------------------------------|---|
| <b>Email From Name</b> (required)    | The sender name participants see.                       |
| <b>Email From Address</b> (required) | The sending address.                                    |
| <b>Email BCC Address</b>             | An optional address blind-copied on every notification. |
| <b>Email Reply-To Address</b>        | Where replies are directed.                             |
| <b>Email Subject</b> (required)      | The default subject (supports personalization tokens).  |
| <b>Email Template To Use</b>         | An optional saved template as the email's styled frame. |

### 6.3 Default messages

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- **Default Email Message** — written in a rich-text editor, with the full set of personalization tokens (including Document Links and Future Sessions).
- **Enable SMS** — a switch; when on, a **Default SMS Message** field appears (required) for the text-message version.

### 6.4 Default attachments

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Use **Add Attachments** to set documents that ride along with every class email — uploaded files or existing class documents, exactly like the send-time attachments in 5.4. (You must save the settings once before adding attachments.) An **Attach Class Documents** switch can include each class's own documents automatically.

### 6.5 The notification schedule

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**Manage Notification Schedule** sets the automatic reminders sent before a class starts. Each row reads “*[N] days [N] hours before class starts*”; use **Add Notification Time** to add more rows (for example a reminder 7 days before and again 2 hours before). Save to apply. The configured times appear in the **Notification Schedule** summary on the settings page.

Reminders use the defaults from this screen and respect the platform's send-history checks, so participants aren't messaged twice for the same reminder.

## 6.6 Preview

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**Preview** shows the default email as a recipient will see it — choose a class for context and a send date/time, and the subject and rendered email are displayed (with a full-screen option).