



## My Team Admin's are not receiving email notifications

- a) **Are your email's verified?** Each time a new contact is added to Full-Time or a new email address is added the email address must be verified. This can be done by going to Full-Time > Email > Email Address Verification. You can then multiple select the email addresses you wish to verify or you can send to all. This releases an email to that contact's email address and they must click "Verify" in order to receive emails.
- b) **Have you inputted your settings correctly?** You must set up your emails to correctly release to each group on Full-Time and also ensure you have enabled emails in the first place. These settings can be checked by going to Email > Notifications.
- c) **Have you set up Weekly reminders?** If you haven't setup your weekly reminders then your emails won't be releasing, to do this go to email > Email Notification Settings







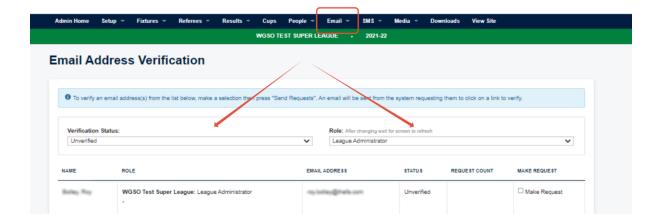






## Verifying an Email Address

If an email address is unverified, notifications will not be sent to the recipient. To check if an email address is verified, hover over the Email Tab and then choose Email Address Verification. You can then use the drop-down menus to filter to Verified, Unverified or Verified but block sending and then to the Role (for example to League Administrator if you would like to see which League Admins are verified and which aren't).



To send a verification request simply click the box for "Make Request" and then click send at the bottom of the page. This will send the person an email with a link asking them to click the link and when they do, they will then be verified.













