

## Confirmation/Notification Messages for Migrated Forms

After your forms have been migrated to the **SHAW Platform**, you can set up **confirmation emails** for users and **notification emails** for your Chapter or Council. Follow the steps below to ensure your forms send the correct messages.

### Email Options for Migrated Forms

- **User Confirmation:**  
To send a confirmation email to the user who submits the form, you must complete **Step 1 and Step 2**.
- **Chapter/Council Notification:**  
To notify your Chapter or Council when a form is submitted, complete **only Step 2**.

### Step 1 – Update the Form Field Name

This step ensures the SHAW Platform recognizes the user's email address and can send them a confirmation message.

#### How to update the form field:

1. **Locate your form** and place a checkmark next to it.
2. Click **Edit**.
3. Find the form field titled **“Your Email”** and click the **Wrench icon** to open the field settings.
4. Change the **Name** field from **“your\_email”** to **“email”**.
5. Click **Done**.
6. **Publish your changes** to save and activate the update.

#### Why is this necessary?

Updating the field name tells the SHAW Platform where to send the confirmation email when a user enters their email address.

### Step 2 – Set Email Notifications

This step allows you to enable and customize email notifications for both users and your Chapter/Council.

#### How to set up notifications:

1. From the **Side Panel**, select **Core Form Container**, then click the **Wrench icon** to open its settings.
2. Select the **Email Notification** option and configure as follows:
  - **Enable email notification:**  
Place a checkmark in this box to send a confirmation message to the user. The email will include the information they submitted.
  - **Enable email notification for Chapter Admin:**  
Place a checkmark here to send a notification email to your Chapter or Council. This

will go to the **default email address** provided by your Chapter/Council and will include the form submission details.

**Summary Table**

<b>Notification Type</b>	<b>Steps Required</b>	<b>Recipient</b>	<b>Includes Submission Data</b>
<b>User Confirmation Email</b>	Steps 1 & 2	Form Submitter	Yes
<b>Chapter/Council Notification</b>	Step 2 Only	Chapter/Council Admin	Yes