How the Assigned Tag Email Works

Emails · https://a2bmanager.com/docs/assigned-tag/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/assigned-tag-walkthrough-v3.mp4

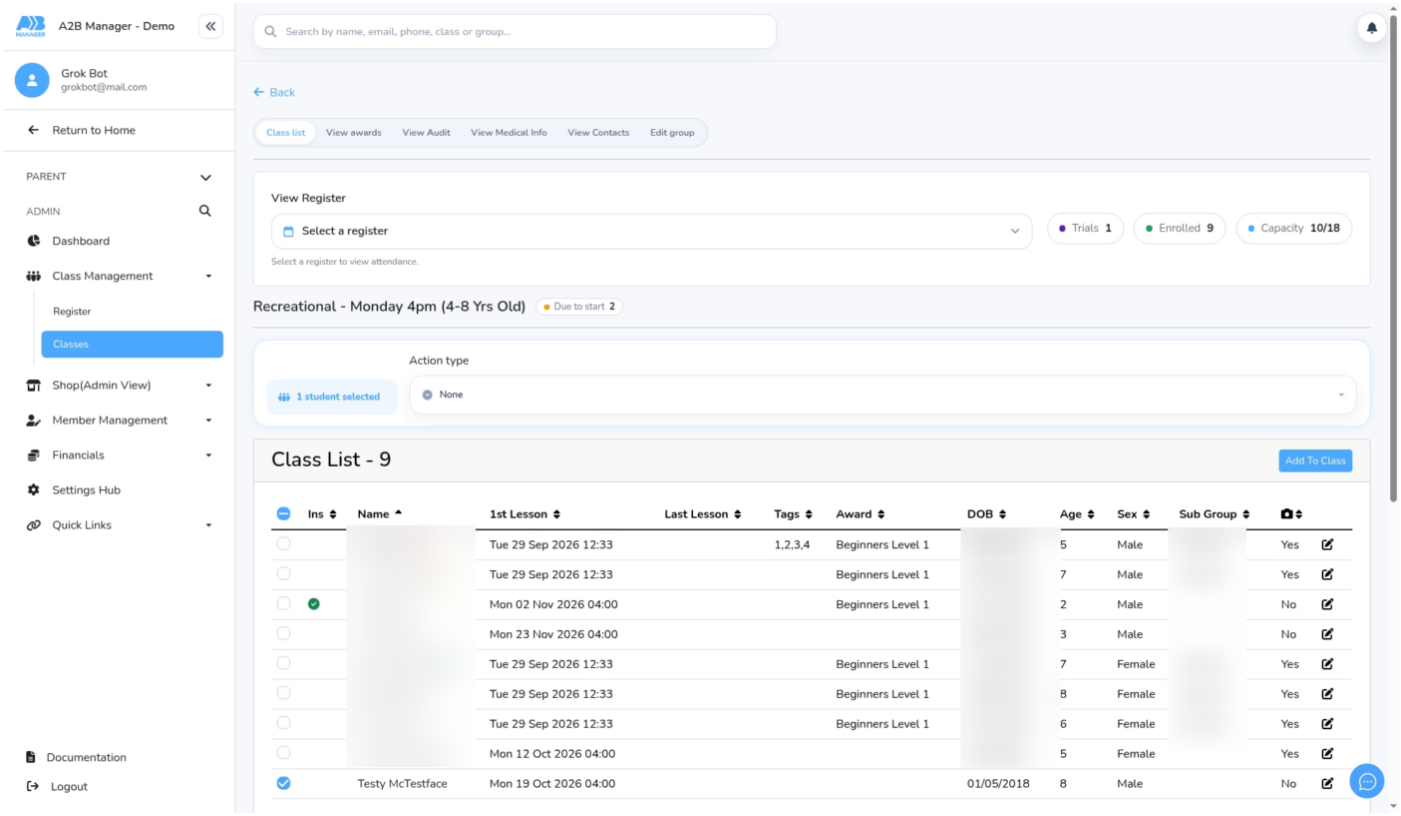
Video walkthrough: tagging a member

When you tag members, you can email their parents automatically using the Assigned Tag email.

Tagging members

Step 1: Select the member (0:00)

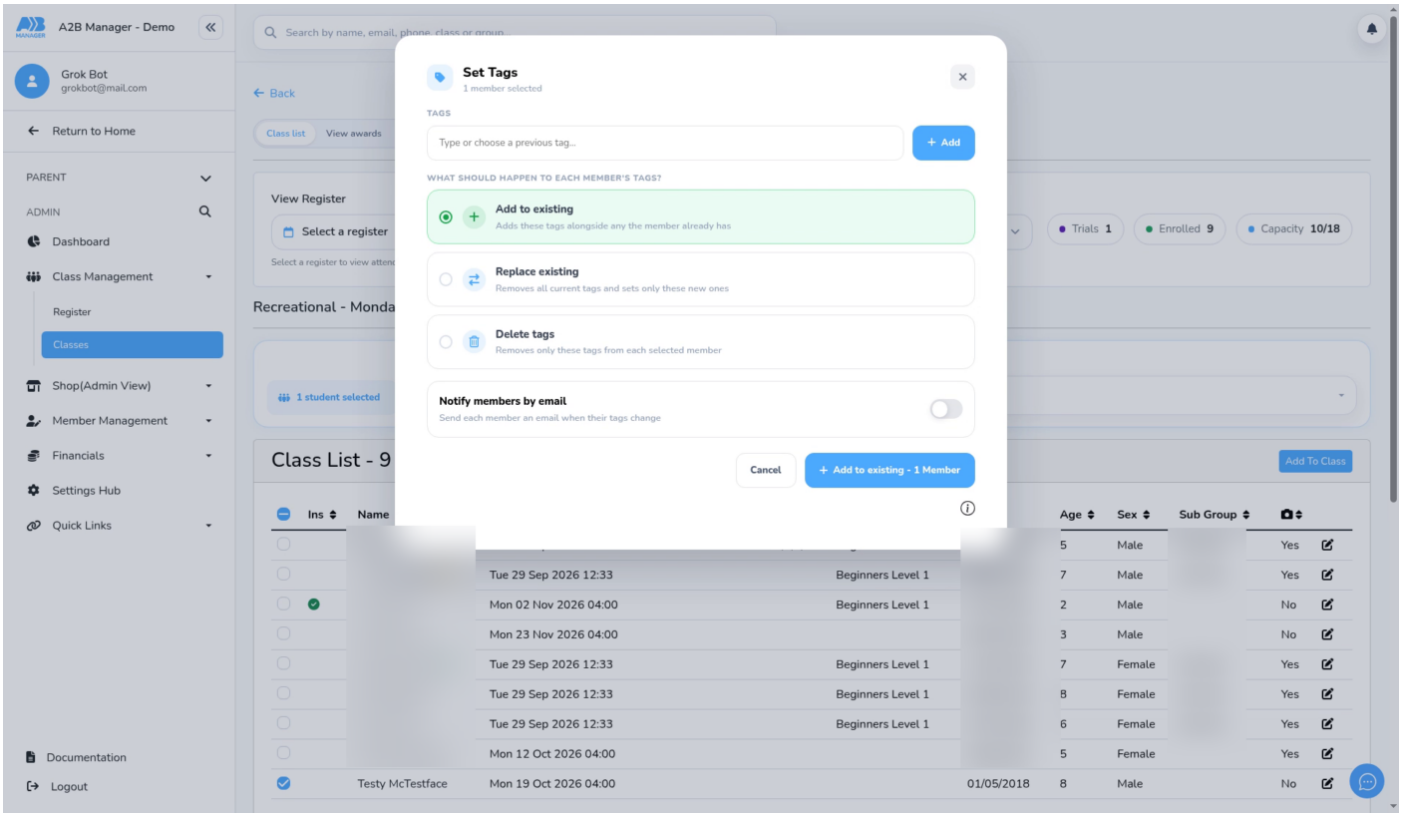
- Go to **Class Management** > **Classes** and open the class.
- In the **Class List**, tick the member (or members) you want to tag.



Step 1: Ticking a member in the class list

Step 2: Open Set Tags (0:09)

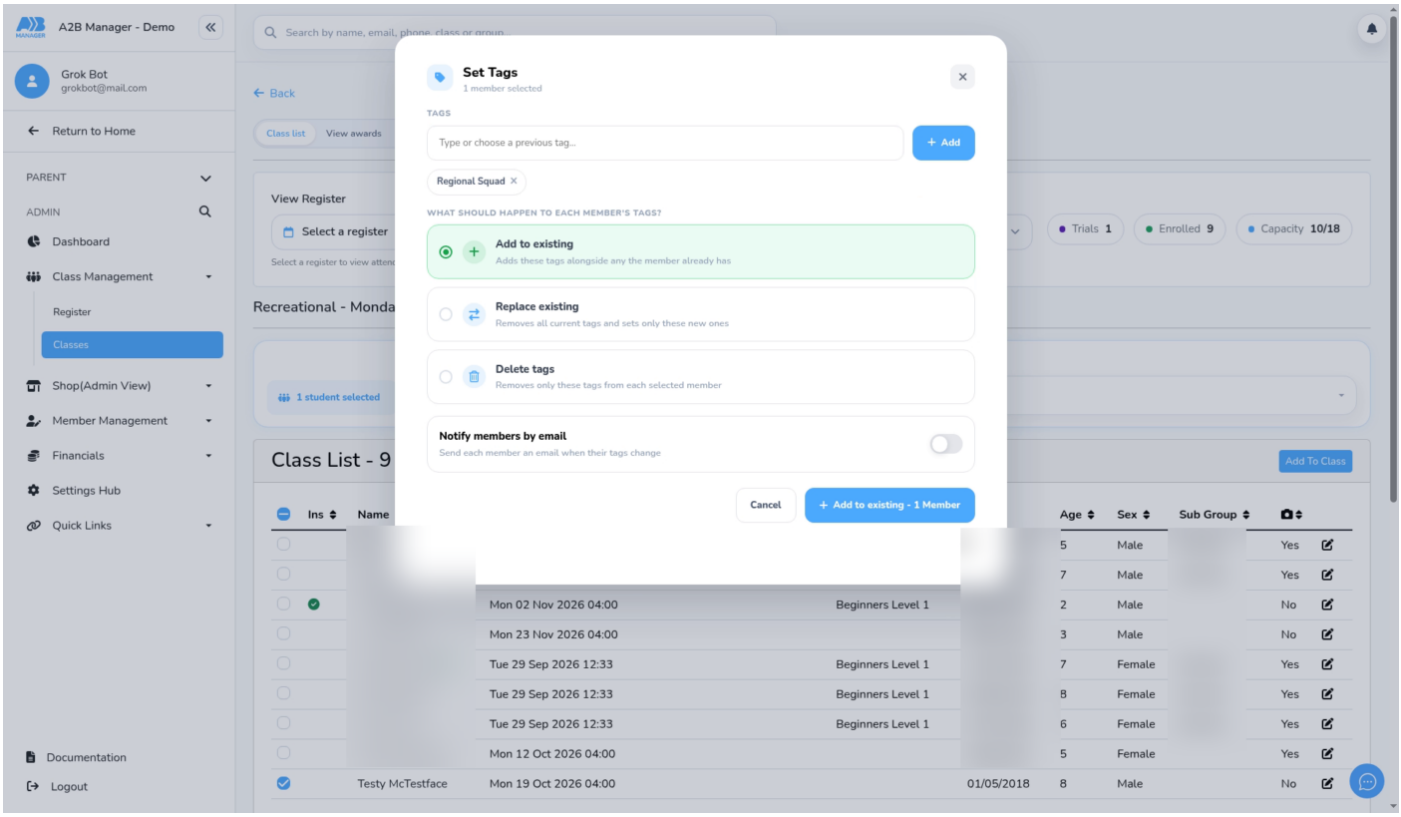
- Open **Action type** and choose **Set Tags**.



Step 2: The Action type menu

Step 3: Add the tag (0:21)

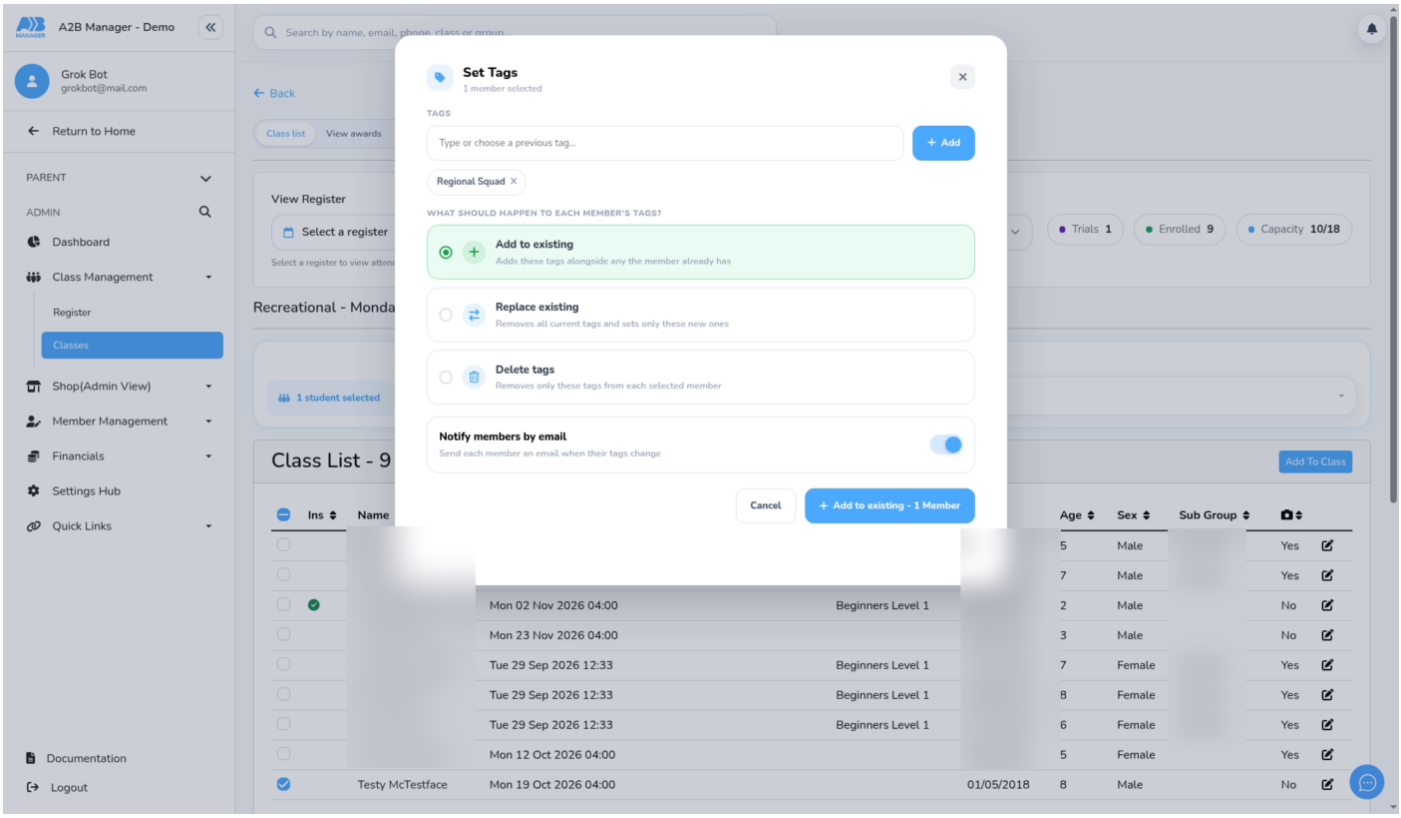
- In **Tags**, type a tag or pick one you've used before, then click **Add**. For example, **Regional Squad**.
- Under **What should happen to each member's tags?** choose:
  - **Add to existing**: keeps their other tags
  - **Replace existing**: removes all their tags and sets only these
  - **Delete tags**: removes only these tags



Step 3: Adding Regional Squad

Step 4: Choose whether to email (0:48)

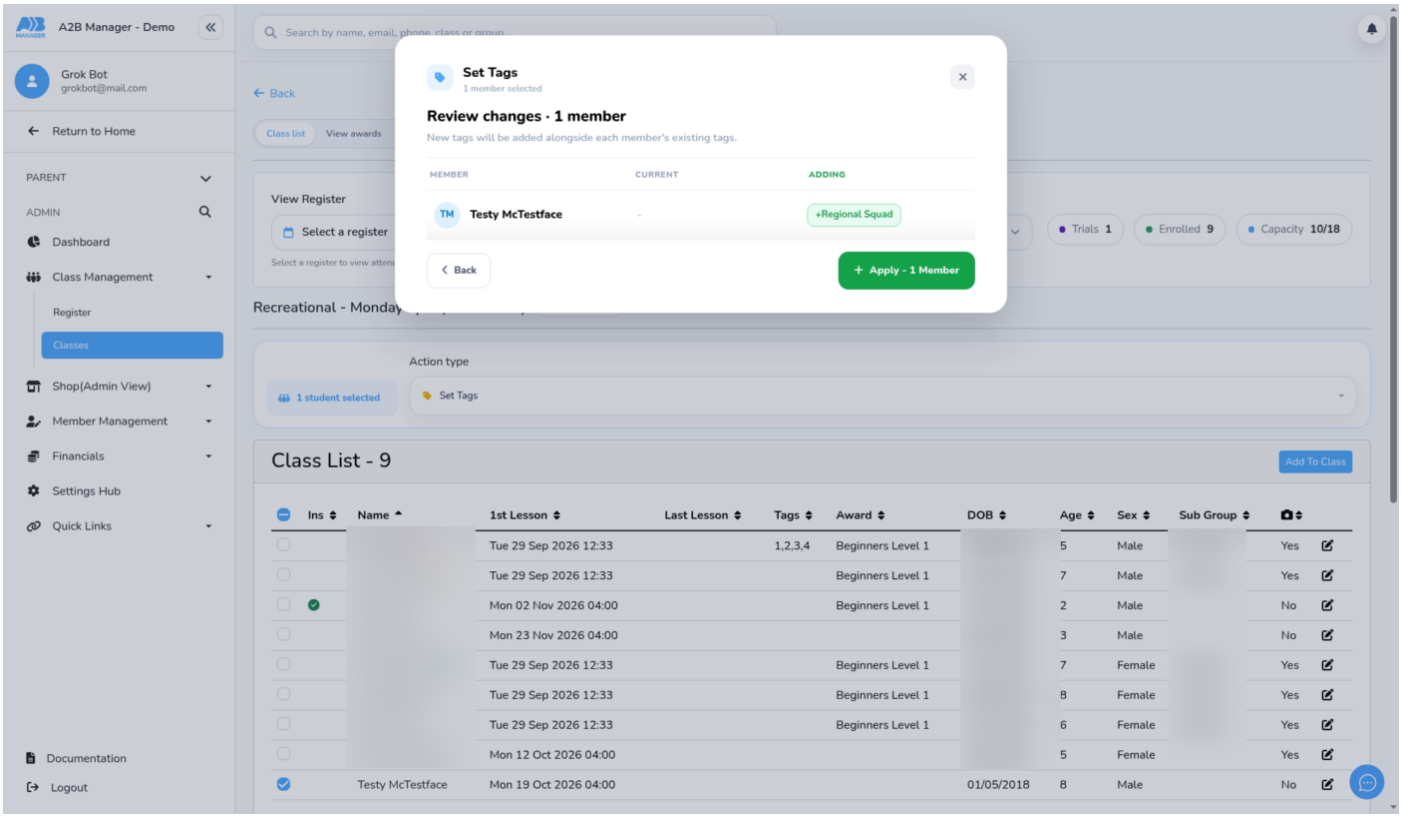
- Turn on **Notify members by email** to send the **Assigned Tag** email. Leave it off and no email is sent.



Step 4: The Notify members by email switch

Step 5: Review the changes (1:01)

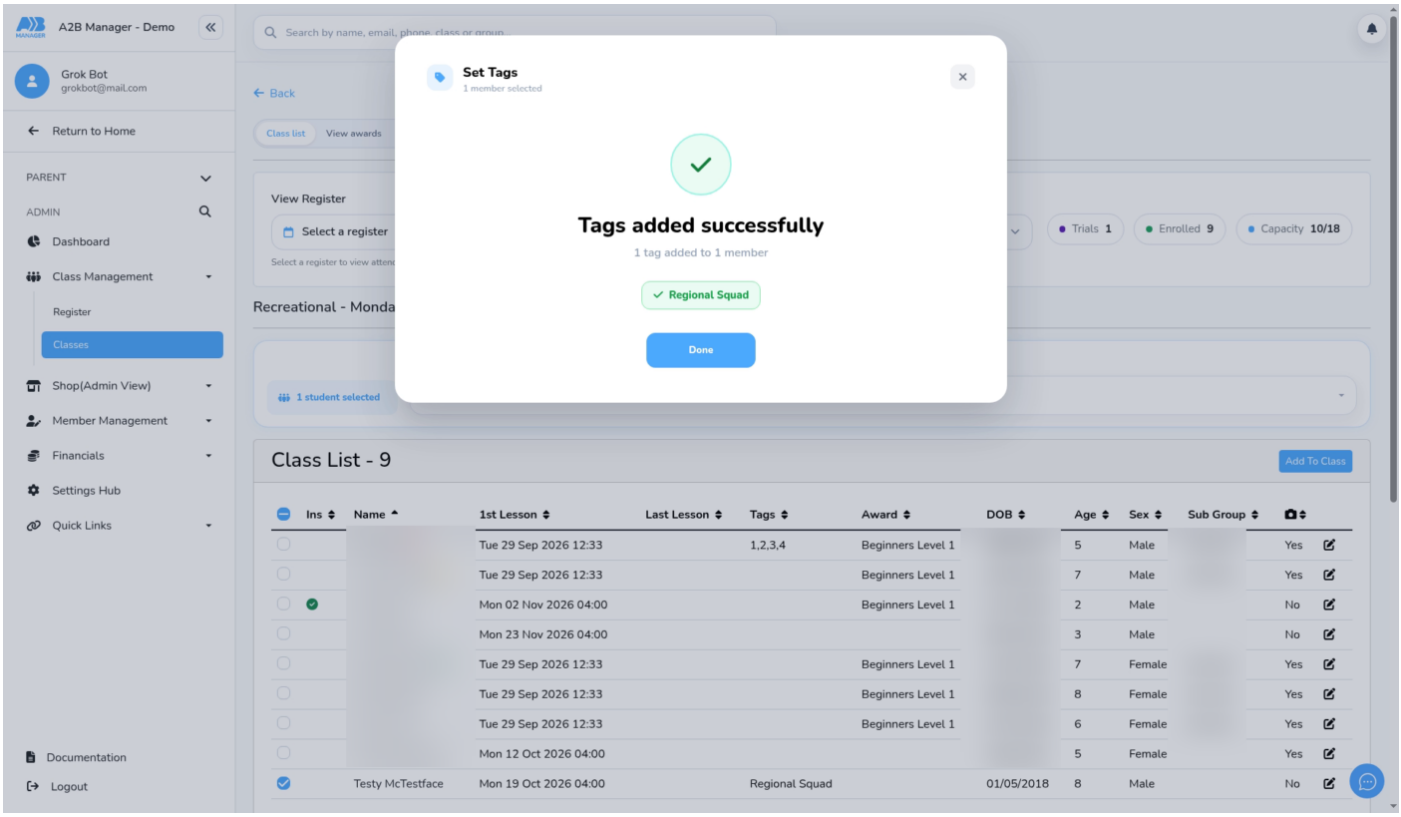
- Click the add button (for example **Add to existing · 1 Member**).
- **Review changes** lists each member with their **Current** tags and what you're **Adding**. Click **Back** to change anything.



Step 5: Review changes

Step 6: Apply (1:18)

- Click **Apply**. You'll see **Tags added successfully**; click **Done**.
- The tag now shows in the member's **Tags** column. If notify was on, the email is sent straight away.



Step 6: Tags added successfully

The Assigned Tag email

- Find it under **Settings Hub** > **Email Templates** > **Assigned Tag**. You can change the wording.
- The default message is: *Dear {ParentFirstName} {ParentLastName}, {StudentFirstName} {StudentLastName} has been assigned the following tag. {Tag}*
- It goes to the member's parent, and only when **Notify members by email** is on.

Good to know

- You can also set tags from the **Members** list.

Download the PDF guide (optional)