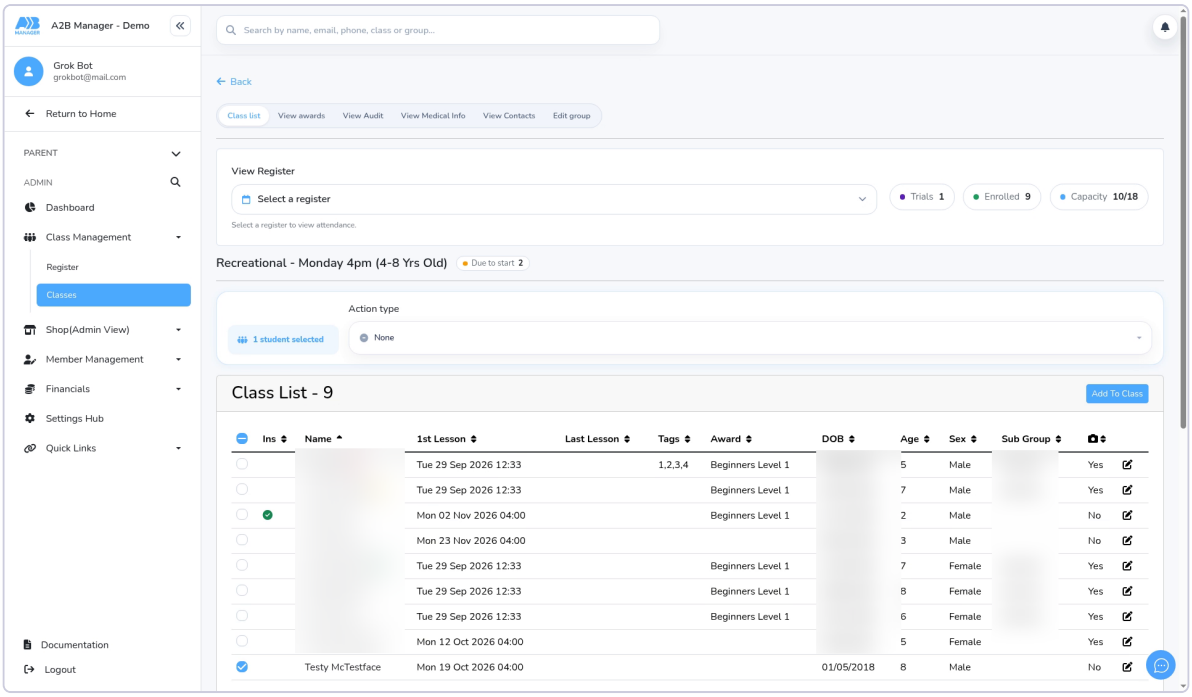
How the Assigned Tag Email Works

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

Tagging members

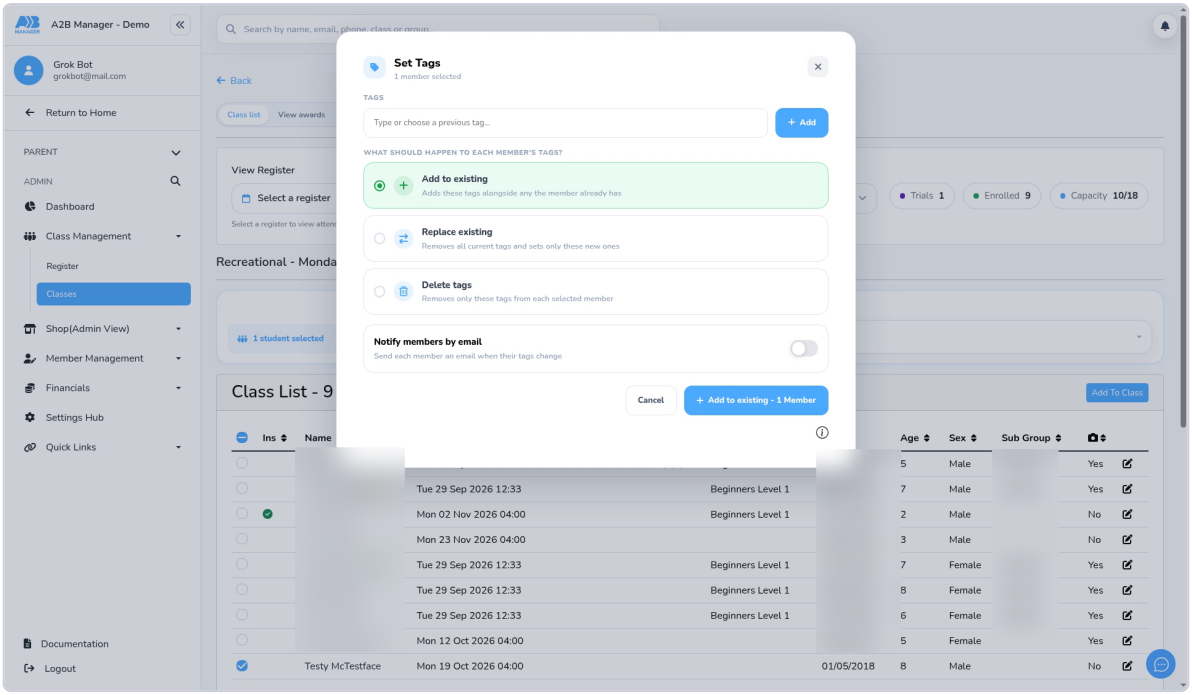
1. Select the member (0:00)

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



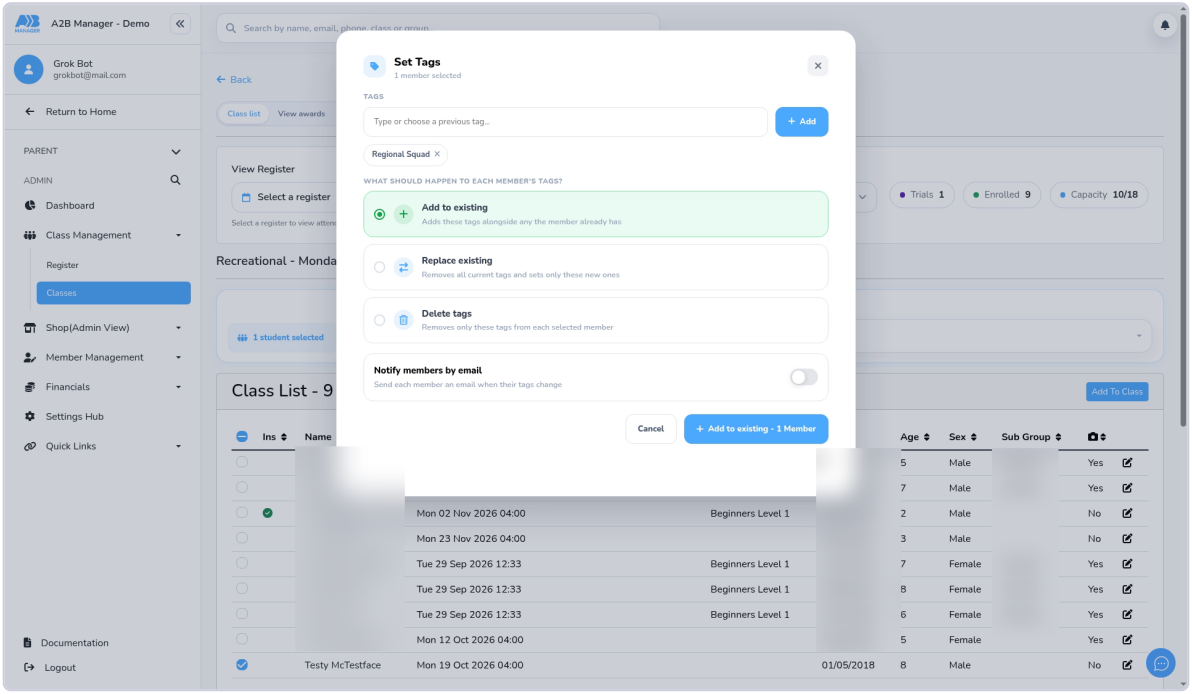
2. Open Set Tags (0:09)

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



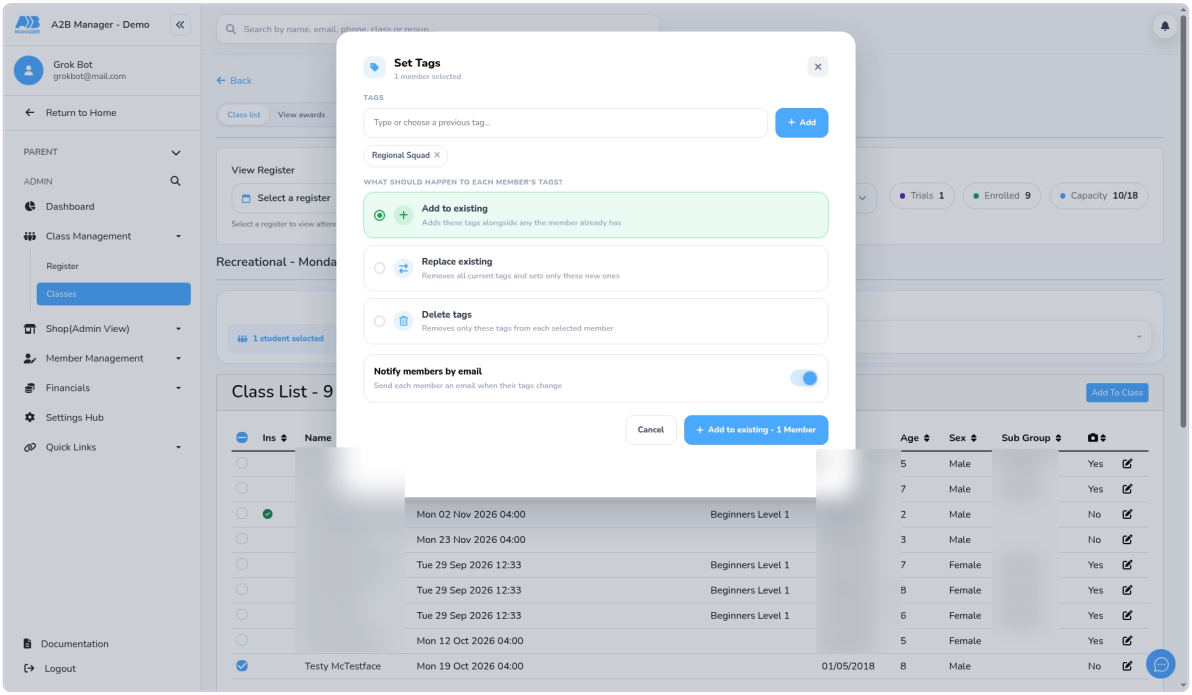
3. Add the tag (0:21)

- 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



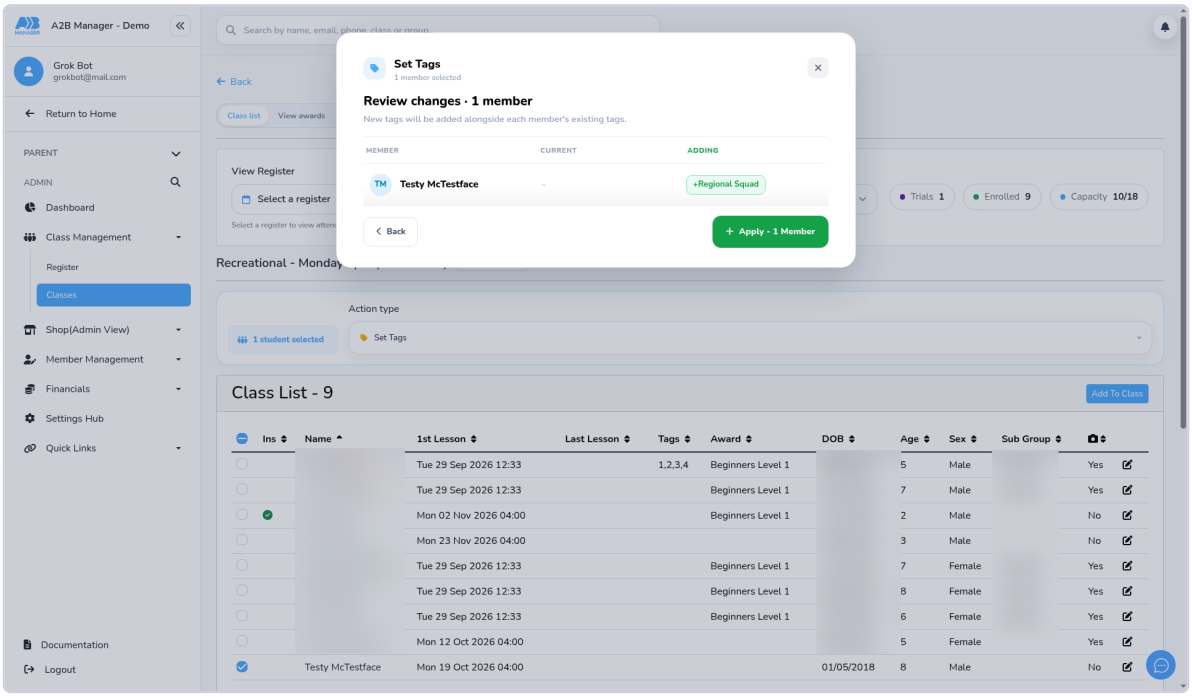
4. Choose whether to email (0:48)

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



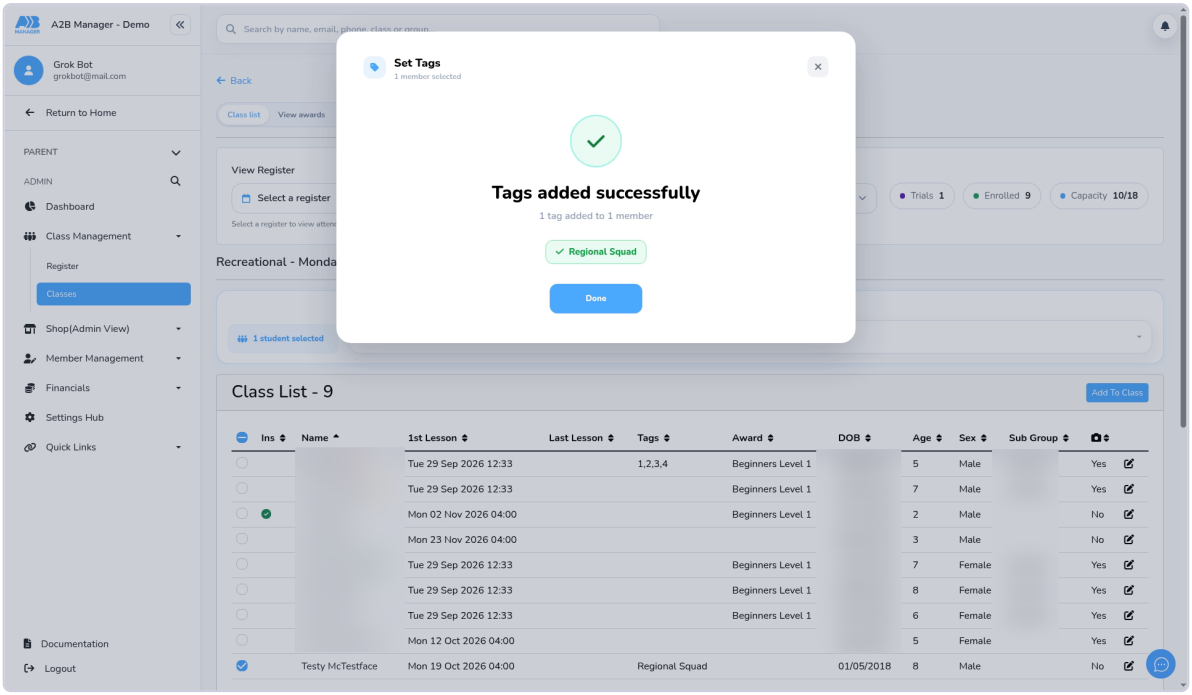
5. Review the changes (1:01)

- 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.



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.



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.