

Assign the Administrator E-mail Address

Before you begin [working in Access ACS](#), you must set up the administrator e-mail address.

When members and attendees report problems, join classes or activities, enter pledges, and add individuals or families to the database, Access ACS sends notification e-mails to the administrator e-mail address.

In this area, enter the e-mail address that you want to receive the e-mails.

1. Point to **Admin**, then click **Options**. The Global Preferences page displays.
2. In the **Assign Administrator E-mail** section, enter the general administrator's e-mail address.
3. Select the **General** option, then click **Add**. The e-mail address displays in the grid.
4. Repeat step 2 for each general administrator e-mail address you want to add.
5. Click **Update**.

1. Point to **Admin**, then click **Options**. The Global Preferences page displays.
2. In the **Assign Administrator E-mail** section, enter the small groups administrator's e-mail address.
3. Select the **Small Groups** option, then click **Add**. The e-mail address displays in the grid.
4. Repeat step 2 for each small groups administrator e-mail address you want to add.
5. Click **Update**.

1. Point to **Admin**, then click **Options**. The Global Preferences page displays.
2. In the **Assign Administrator E-mail** section, enter the event registration administrator's e-mail address.
3. Select the **Event Registration** option, then click **Add**. The e-mail address displays in the grid.
4. Repeat step 2 for each event registration administrator e-mail address you want to add.
5. Click **Update**.

1. Point to **Admin**, then click **Options**. The Global Preferences page displays.
2. In the **Assign Administrator E-mail** section, enter the pledge administrator's e-mail address.
3. Select the **Pledges** option, then click **Add**. The e-mail address displays in the grid.
4. Repeat steps 2 and 3 for each general administrator e-mail address you want to add.
5. Click **Update**.



Pledge administrators should have full security rights to **Personal Pledges** and **Other Member Pledges**.

To learn more about customizing security permissions, see [Customizing an Individual User's Profile](#).

Related Topics

- [Getting Started](#)
- [Online Directory and Member Search Preferences Options](#)
- [Selecting Your Calendar Preference](#)