

## UBE Umbraco: Email Alert Macros

This group of macros allows email alerts to be sent to registered members of the website when an administrator uses the Message macro (sometimes called News items, Noticeboard or Blog) or the Events macro to publish an item **and** checks the “Email to members” check box.

If you would like to use this feature, ask UBE to set up the macros for you.

Once set up, three additional pages are created in your Content tree:

1. **Members access.** This page has two forms:
  - a. The Registration form contains three fields: name, email address and confirm email address. Once the form is submitted, the Member account is automatically created and a confirmatory email, including a member password, is sent to the new member.
  - b. The Sign In form allows a member – using the password issued above – to:
    - i. Change the email address.
    - ii. Reset the password.
    - iii. Temporarily disable email alerts.
2. **Members.** This page allows members to make changes to their registration as in 1b above.
3. **Forbidden access.** If a member of another UBE Umbraco site tries to sign into your site, they are re-directed to this page, which simply says “You are not authorised to access this page”.

Content Editors do not register as Members; they simply sign in with their Content Editor credentials. Once signed in:

1. A table is displayed, listing all the registered members.
2. They can disable or enable registered members. (If disabled, a registered member cannot register again with the same email address.)
3. They can disable their own email alerts.
4. They cannot change their password here. They can only change their password when they are signed in to the Umbraco back office as a Content Editor.