



Notifications

^ Table of contents

Notifications

Keeping track of day-to-day activities is crucial while running any program. Sending notifications via email is a great way to do that. *Notifications* is a dedicated section within Thrive where you can set up and manage the notifications for important actions that take place within the program.

Email notifications available:

Email name	How it works
Affiliate Join	The program owner will receive a notification email whenever a new affiliate joins the program.
Referral Purchase	The program owner will receive a notification email each time a referral makes a purchase.
Affiliate Welcome	A welcome email will be sent to the affiliate upon their successful initial signup for the affiliate program.
Customer Welcome	Loyalty participants will receive a welcome email once they opt in for the program.

Reward Earned

Loyalty participants will receive this email along with their reward details upon successful redemption.

❗ The **Affiliate Welcome** email will be followed by a non-customizable Portal Invite (email containing the invitation to the affiliate portal) provided the affiliate is an independent addition and not a part of any other brand's program hosted on the account.

All of the above emails contain default content, which you can choose to keep or modify completely using various customizations like merge tags, links, text styles, and more.

I **B** U ■ 🔗 ≡ Merge Tags

To create text URLs using the *Link* button:

1. Select a text.
2. Click the  icon.
3. In the popup, copy - paste the landing page URL.
4. Click **Add**.

To *Edit, Remove* or *Preview* the link:

1. Click the highlighted text.
2. Choose your desired action.

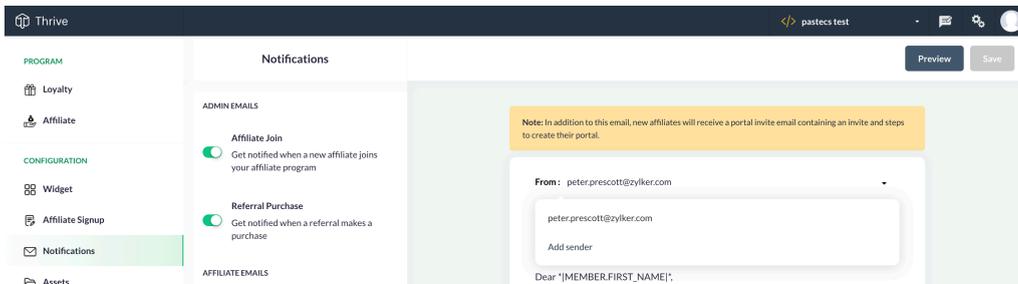
If you are new here, look out for a "Portal Invite" email with the link and steps to create your portal. Once your [portal](#) is created you can log in and start using it.

[Preview link](#) [Edit](#) [Remove](#) ×

If you are an existing user, log into your existing portal and you will find the newly registered program's brand name under the "Brand Section".

To update the sender (From) details:

1. In the email's preview, go to the **From** section.
2. Click the drop-down icon.
3. If you haven't added any additional sender details to the system yet, click **Add Sender** and follow the steps listed in [this](#) article. Alternatively, you can select a sender from the list of email addresses' displayed.



To add merge tags to your email:

1. Place your cursor on the screen where the merge tag should be displayed.
2. Click **Merge Tags**.
3. Select a merge tag to add.

Once you have modified the email content, you can preview the email or send a test email by following the steps below:

1. Select the email you wish to test.
2. Click **Preview**.
3. Under **Test Email**, enter the email address where you wish to receive the email.
4. Click **Send**.

