

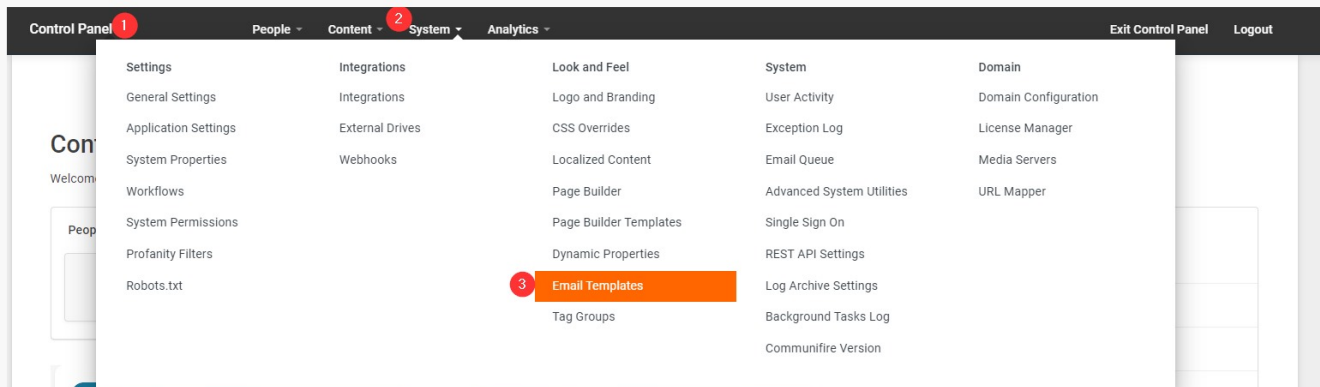
# Email Notification of Awarded Badge

Version 1

Published 4/6/2022 08:13 PM by [JD Flores](#) Last updated 4/6/2022 08:13 PM by [JD Flores](#)

Supervisors can be notified when users get awarded a badge by simply enabling the email template for it.

Go to Control Panel>System> [Email Templates](#)



Find the "Award earned Supervisor Notification" template and click edit icon.

## Email Templates

Note: These are advanced settings. If not properly configured, they could affect the stability of the platform.

Total records found: 95

25 per page

ID	Template Name	Description	Active	Edit
100	Broadcast Send Notification Email (CommuniFire.Broadcast.SendNotificationEmail)	Notification to a user for a broadcast	Yes	
99	CommuniFire Event Changed Time Notification for Poster (CommuniFire.Event.ChangeTime.Poster)	This event email notification is sent to the poster with an updated ICS file.	No	
98	CommuniFire Event Poster ICS (CommuniFire.Event.Poster.ICS)	This event email provides the organizer of an event the ICS for the event.	No	
97	CommuniFire Online Event External Invite Notification (CommuniFire.Event.Online.ExternalInvite.Notification)	This event email notification is sent to notify an external user(whose only emailID is known) that he/she has been invited to attend an event.	Yes	
96	CommuniFire.Event.Online.Reminder (CommuniFire.Event.Online.Reminder)	Email template for event reminders	Yes	
95	CommuniFire.Event.Online.ChangeTime.Notification (CommuniFire.Event.Online.ChangeTime.Notification)	This event email notification is sent to notify an event attendee that the time has changed.	Yes	
94	CommuniFire.Event.Online.SpaceAttendees.Notification (CommuniFire.Event.Online.SpaceAttendees.Notification)	This Email Template is used to send email notification to user notifying them that they have been added as an Attendee for a particular event.	Yes	
93	CommuniFire.Event.Online.SpaceInvites.Notification (CommuniFire.Event.Online.SpaceInvites.Notification)	This event email notification is sent to notify a user that he has been invited to attend an event.	Yes	
92	Award earned supervisor notification (CommuniFire.Award.Supervisor.Notification)	Notification to a supervisor of an award earned by a direct report	No	

Check the active box.

## Edit Email Template

Template Name \*

CommuniFire.Award.Supervisor.Notification

Friendly name \*

Award earned supervisor notification

☒ Active

Description\*

Notification to a supervisor of an award earned by a direct report

Now the user's supervisor will get an email when awarded a badge.

**NOTE:** Be sure that the "Reports To" field for the user receiving the badge is correct. This field is found in the user's [Edit Profile](#) page and will determine the supervisor that receives the email notification.

Edit Profile

Personal Information

Contact Information

Work Information

Location

About me

Profile Photo and Avatar

In Your Own Words

Save

Gender

Female

Date of birth

12/25/1985

Favorite Food

Pizza

Contact Information

Work Information

Company \*

Axero Solutions

Department

Executive

Occupation \*

ASP Engineer

Reports to

Christine Jackson

Hire date

12/16/2014

Expertise

Communications

Leadership

Select