# ASSOCIATION OF FUNDRAISING PROFESSIONALS

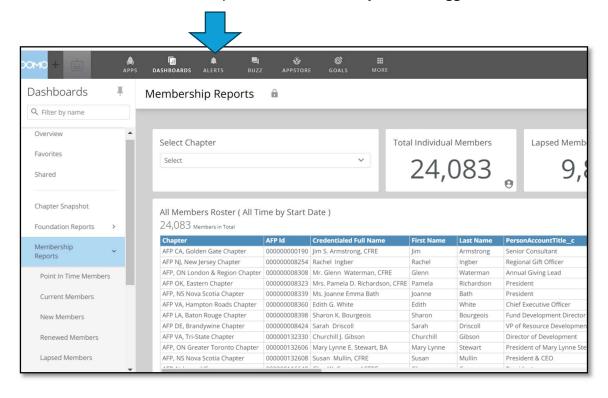
## **Chapter Membership Report Email Alerts**

December 2024

If you would like to sign up for regular email alerts about new members joining or members renewing, you can sign up for one or both in DOMO.

#### 1. ALERTS

Click 'Alerts' at the top of the screen when you have logged into DOMO.



### 2. SUBSCRIBE

Click '+ SUBSCRIBE' and the alert will be triggered to start sending daily or when an individual joins/renews depending on which alert you choose. There is a separate alert for each report and they cannot be combined. To unscribe, click all of the icons in the right hand column.



### 3. ALERT EMAIL CONTENT

The email that you receive will specify the amount by which your chapter's report has changed. You will need to log in to the DOMO chapter portal to view the new individuals.