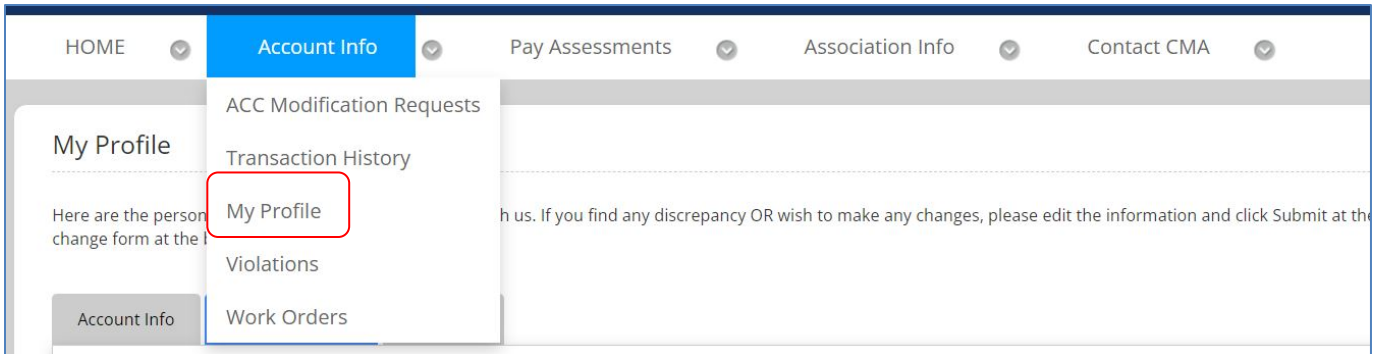
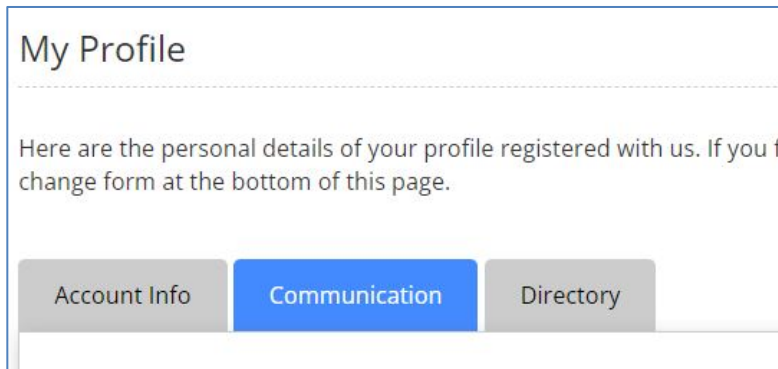


## Opt-In To Receive Event Emails

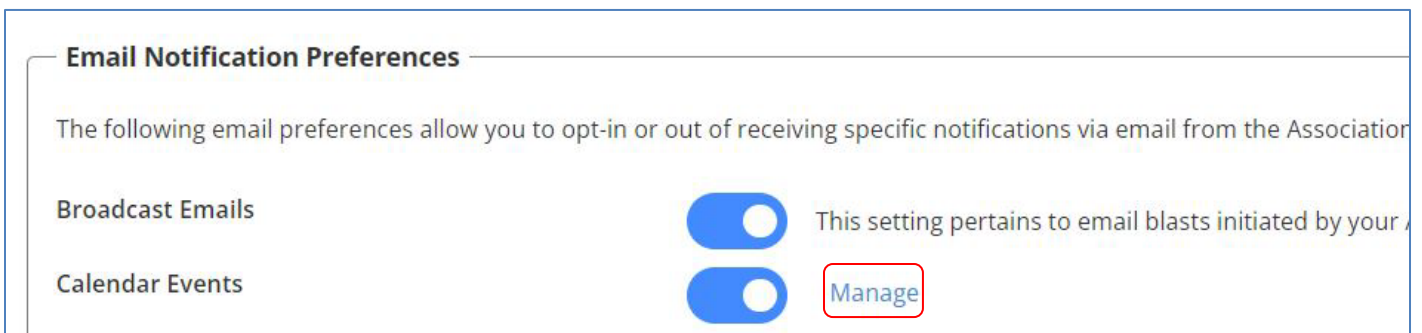
Login at [www.cmamanagement.com](http://www.cmamanagement.com) (or your association's CMA Administered custom website). Go to the "Account Info" menu and select "My Profile".



On the "My Profile" page, click on the tab labeled "Communications".



Scroll down the page to the section labeled "Email Notification Preferences". Here you can set whether you would like to receive Broadcast emails from the association or not. As well as automated emails from the Association Calendar for meetings or events. Select the link labeled "Manage" to set the number of days in advance that you would like to receive event/meeting notices. You can also turn them off if desired.



Inside the settings for the various Calendar Event types, you can set your preference of up to 10 days advance notice for the meetings or event types that are available for your Association.

**Email Notification Preferences**

The following email preferences allow you to opt-in or out of receiving specific notifications via email

Broadcast Emails

☒

This setting pertains to email bla

Calendar Events

☒

How many days in advance would you like to receive calendar events?

6

▼

Day(s) in advance of Meetings

Use the Drop Down to choose the number of days in advance you would like to receive the notices, and click Save.

5

▼

Do Not Notify Me

1

2

3

4

5

6

7

8

9

10