

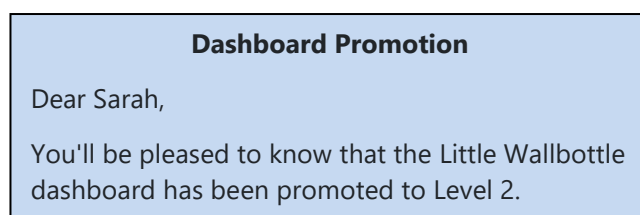
# Customising Dashboard Emails

## Introduction

*Safeguarding Dashboards* sends several types of automated emails. For example:

- A welcome email is sent when a user first registers
- A notification is sent when a dashboard is promoted to Level 2
- A further notification is sent when a dashboard is promoted to Level 3

At present, these emails are quite functional and anonymous. For example:



The Diocese of Leeds has asked if an email could be sent when a parish first starts to use their dashboard (thus moving from Level 0 to Level 1).

The Diocese of Peterborough has also asked if these emails could have a more celebratory tone, which recognises the achievement that the parish has made.

## Proposal

Our proposal is that:

- We send an extra email when a parish moves to Level 1.
- We provide a new Dashboard Tool which will allow each diocese to easily customise all dashboard emails (if they want to). For example, a diocese could add their own message of congratulations – and perhaps some words of encouragement – from the DSA or a bishop.

## Cost

This is a [Medium Development](#). If agreed by the User Group, it will be funded by increasing the Annual Fee by **£15**. This will apply to all dioceses from 2022 onwards.