

How to Edit your Customised Emails

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Quick Steps: Shop > Shop Settings > Design > Customised Emails

1. Login to the One Sport Technology console, and select **Shop** from the top menu
2. Click on **Shop Settings** from the left menu
3. Select **Options** from the expanded left menu
4. Then click on **Design** from the expanded left menu, followed by **Customised Emails**.
5. Click **Edit**
 - **Customer Receipt:** Received when an order is placed
 - **Delivery Note:** Sent once an order is marked at 'shipped'
 - **Refund Receipt:** Sent once an order has been refunded.
 - **Ready for Collection:** Sent once you mark the item as ready to be collected
 - **Collection Receipt:** Sent once you have confirmed that the customer has collected their order
6. Once all the relevant areas have been amended, click **Save**.

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