## How to ensure you receive emails

If you are not receiving emails or can't find email, please follow the steps below to ensure you are receiving emails from HF United.

- 1. Make sure your profile notification settings are set to receive emails from HF United.
- 2. If you haven't received it an email, check your SPAM folder.
- 3. If the email is not in your SPAM folder, log in to the email provider's website. The spam folder often doesn't completely sync to other apps such as Apple Mail or Android email apps.
- 4. If you have recently updated your email, you MUST follow the instructions in the verification email to verify the new email. You will NOT receive any emails until it is verified.
- 5. Lastly, be sure that you have <a href="mailto:notifications@hf-united.org">notifications@hf-united.org</a> and <a href="mailto:accounts@crossbar.org">accounts@crossbar.org</a> in your email contacts. Email providers generally do not send email to SPAM folders if coming from a known email contact.
- 6. If you still do not receive emails, please reach out to <a href="mailto:hfyouthfootballandcheer@gmail.com">hfyouthfootballandcheer@gmail.com</a>, and we're happy to further investigate!

## **Updating profile notification settings**

- 1. Click Account in the upper left hand corner.
- 2. Click Notifications on the left side menu.
- 3. Ensure you have Organization Communications checkbox selected.

## NOTIFICATION SETTINGS EMAIL NOTIFICATIONS Organization Communications - Program Updates, Registration Announcements, Events, etc. Volunteer Reminders - Automated reminders for upcoming volunteer shifts you've signed up for. Crossbar Emails - Product feature announcements UPDATE EMAIL NOTIFICATION SETTINGS