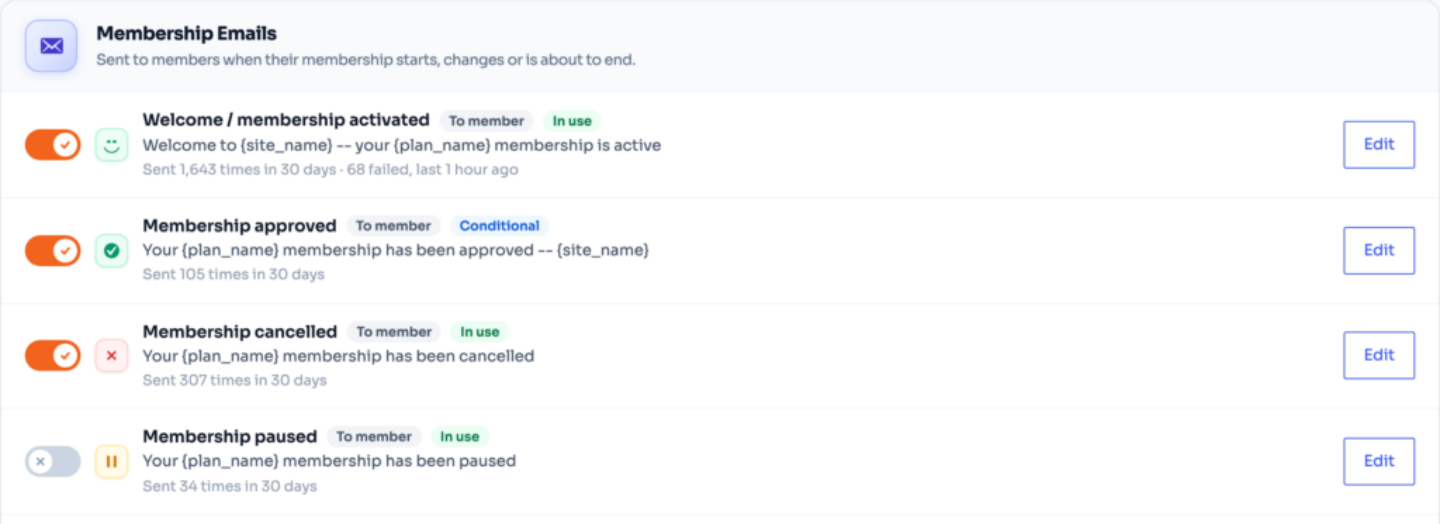
Sutra Plugins

E-mails sent by MemberSutra

E-mails & Notifications · https://sutraplugins.com/docs/membersutra/email-notifications/

Go to **MemberSutra → Notifications**. Every e-mail the plugin sends is listed here with who receives it and whether it is in use.



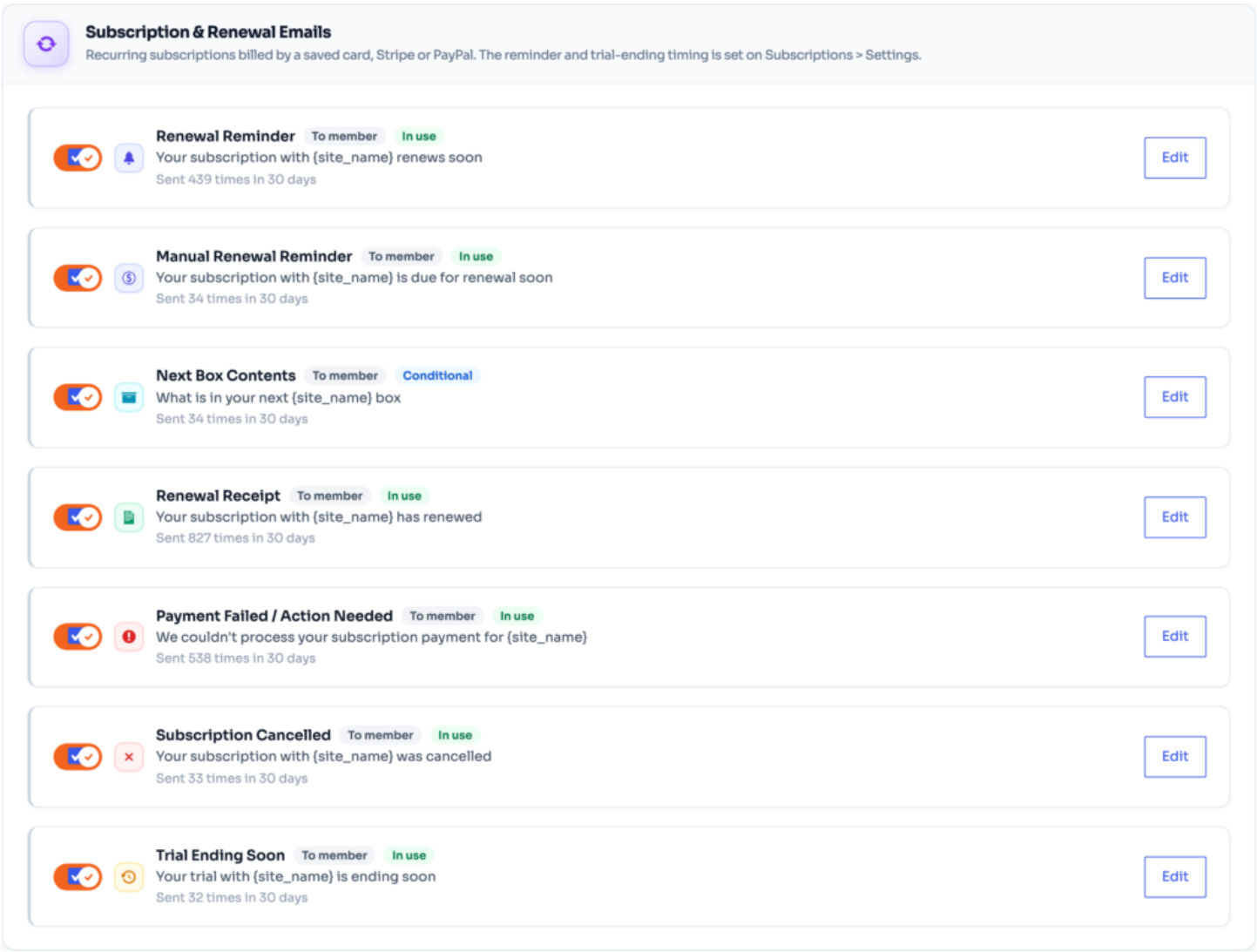
The Notifications screen.

The e-mails

- **Membership Emails** – Welcome / membership activated, Membership approved, cancelled, paused, resumed, expiring soon, Low credit balance.
- **Account & Registration Emails** – Email Verification, Admin: New Registration Awaiting Approval, Account Approved. These are used only when **Settings → Security & Login → New User Approval** asks for verification or approval.
- **Membership Lifecycle Emails** – Membership Expired.
- **Subscription & Renewal Emails** – Renewal Reminder, Manual Renewal Reminder, Next Box Contents, Renewal Receipt, Payment Failed / Action Needed, Subscription Cancelled, Trial Ending Soon.
- **Credit Emails** – low-balance warnings and possible-abuse flags for download credits.

Edit an e-mail

1. Use the filters (All, On, Off, To members, To admins) or the search box to find it.
2. Click **Edit**, change the subject and the text. Merge tags such as the member name and plan are listed next to the editor.
3. Click **Send** to send a test to yourself.
4. Click **Save notifications**.



Subscription and renewal e-mails.

Timing

- **“Expiring” status starts at** – how many days before the end a membership counts as expiring and its e-mail goes out.

- **Check for these every** – Hour, Twice a day or Day.
- Renewal reminder and trial-ending timing is set on **Subscriptions → Settings → Reminder e-mails**.

i Good to know: Reset All Templates puts every e-mail back to the original wording.

⚠ **Important:** E-mails go out through your site’s mail setup. If members do not receive them, install an SMTP plugin and send a test from this screen.

Next steps

- E-mail branding
- Renewals and scheduled tasks