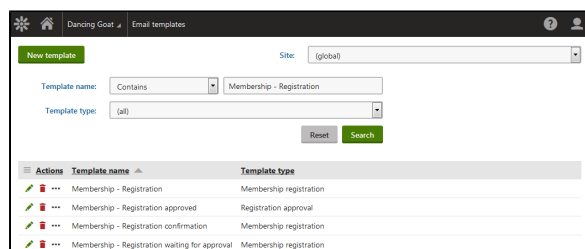


In the **Email templates** application, you can find the [Email templates](#) used for the automatic email notifications related to user registration.

Make sure you have selected the global site in the **Site** selector and the template name contains *Membership - Registration*.



Messages based on the following templates are sent to users when they register, depending on the site configuration (see [New user registration approval and email confirmation](#) for more information).

- **Membership - Registration** – sent to new users as a welcome email after they successfully register (if the used registration web part is configured to do so).
- **Membership - Registration confirmation** – sent to users after registration if email confirmation (double optin) is required.
- **Membership - Registration waiting for approval** – sent to users after registration if an administrator's approval is needed to activate the account.
- **Membership - Registration approved** – informs users that their account has been approved by an administrator.

The templates below are used for notifications sent to administrators. To display them, make sure the template name contains *Membership - Notification*.

- **Membership - Notification - New registration** – notifies administrators when a new user registers on the site.
- **Membership - Notification - Waiting for approval** – lets administrators know that a new user is waiting for their approval.

Any of these templates can be edited as needed, so you may fully customize the content of the emails. You can use the following [macro expressions](#) to include dynamic values in the template text.

Note: Some of the macros are only available in certain templates.

- **{% FirstName %}** – the first name of the new user.
- **{% LastName %}** – the last name of the new user.
- **{% Email %}** – the email address entered during registration by the user.
- **{% UserName %}** – the user name of the new account. If you are using site prefixes for user names, all occurrences of this macro in email templates should have the prefix trimmed out through the following method: `{%TrimSitePrefix (UserName)%}`
- **{% ConfirmAddress %}** – returns the URL of the page where the user can confirm their registration (intended for sites where double optin is enabled).
- **{% HomePageURL %}** – resolves into the URL of the site's home page. This is only available in the *Registration approved* template.

In addition to the expressions listed above, you can also use any other macros in the templates.