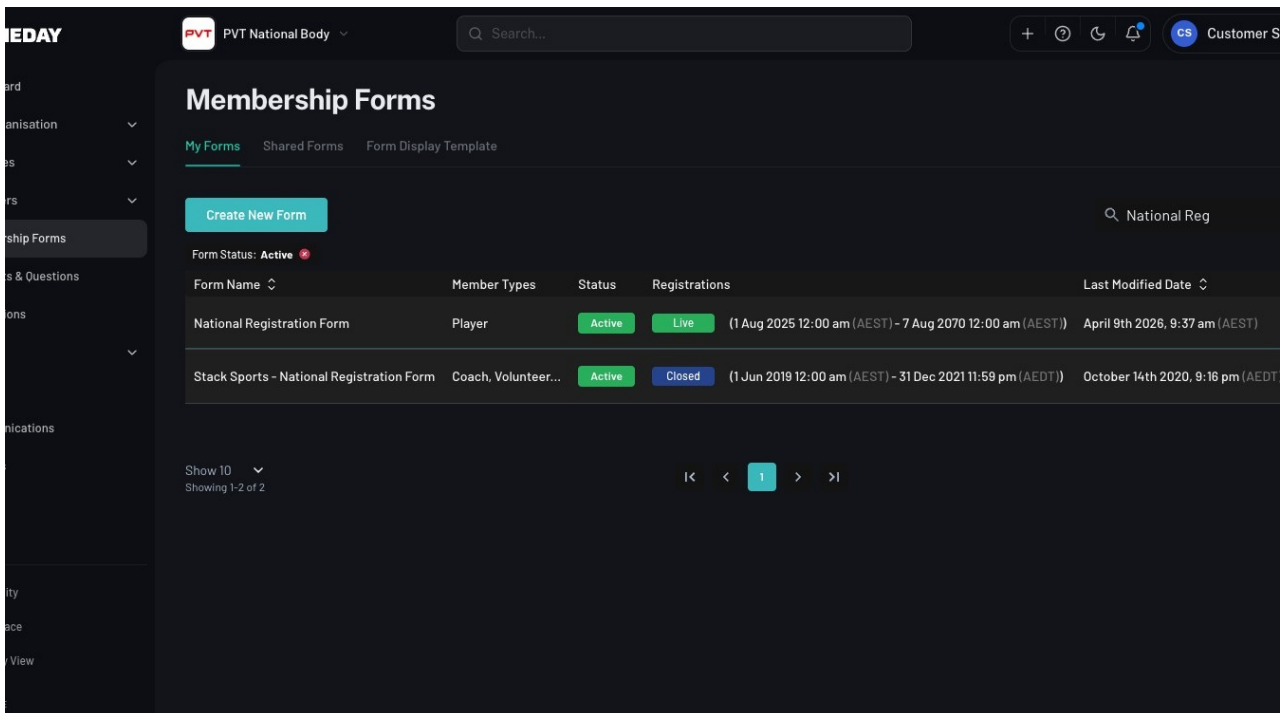


How to Edit Payment Receipt Messages for Membership Forms

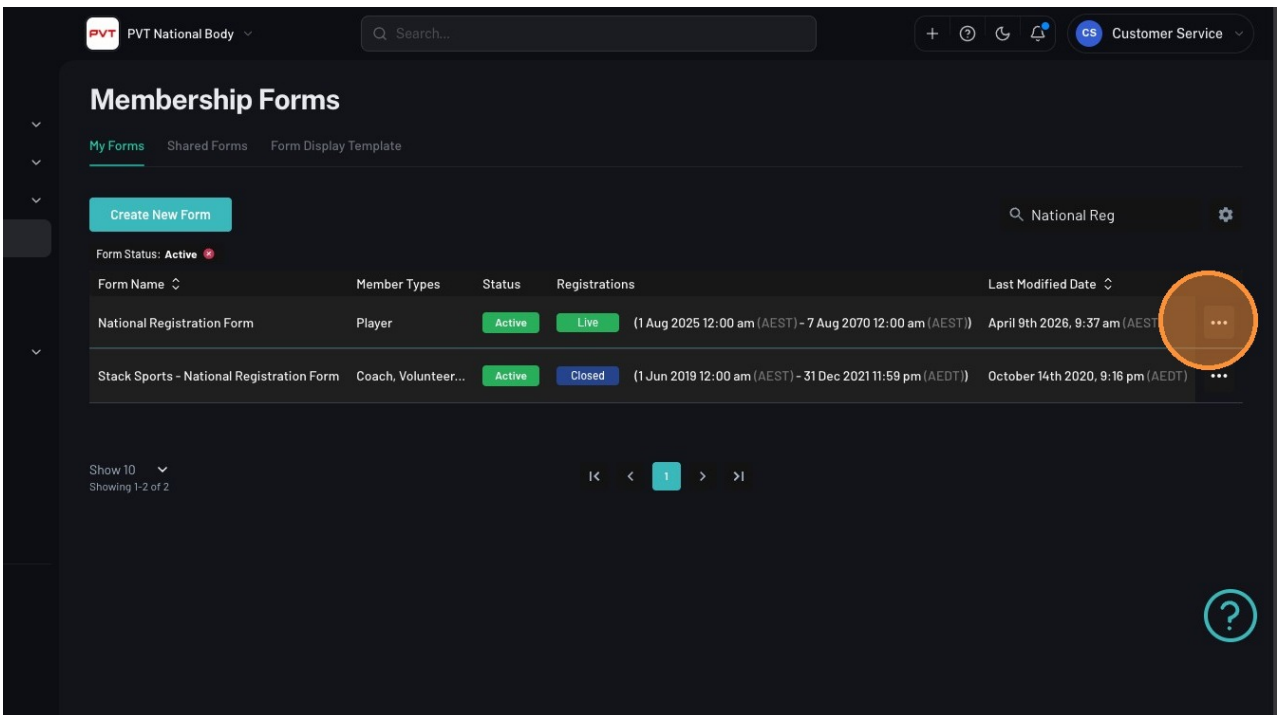
20/05/2026 9:37 am AEST

Learn how to update and customise the payment receipt notifications sent to members within the platform. This guide helps you modify the automated payment receipt to ensure your participants receive clear and accurate confirmation details after completing their registration.

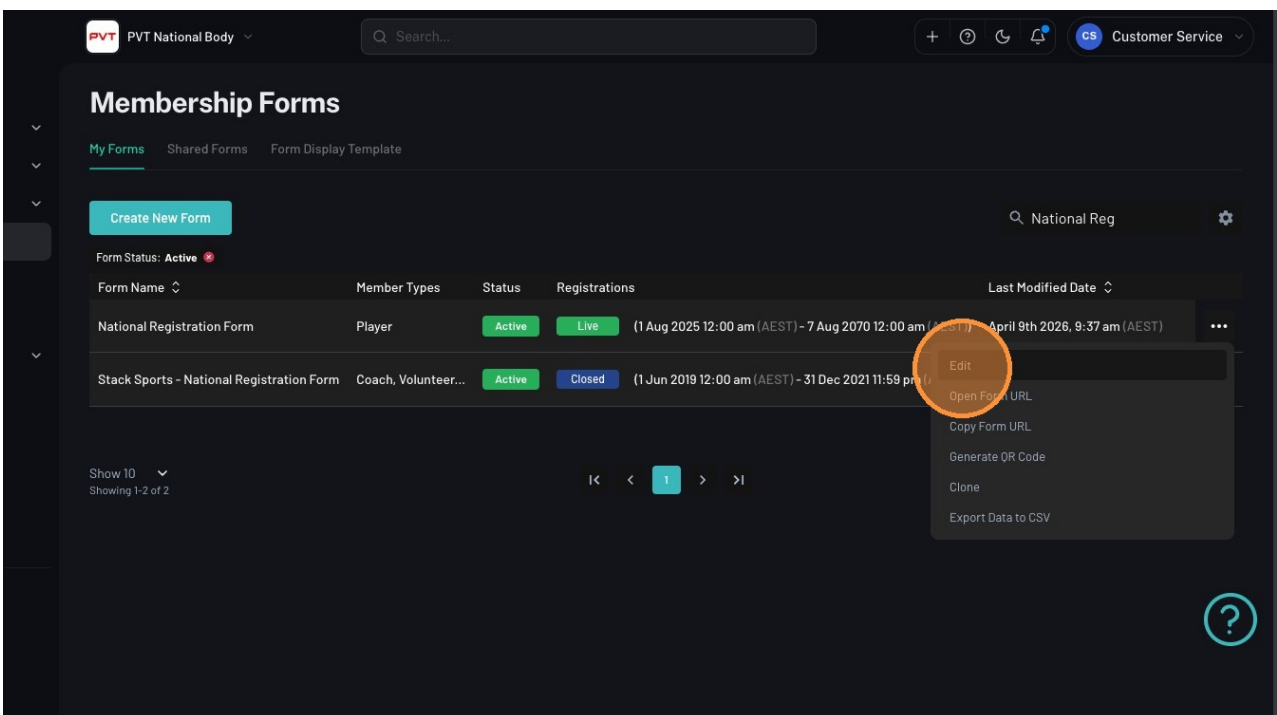
1. Navigate to Registration Forms



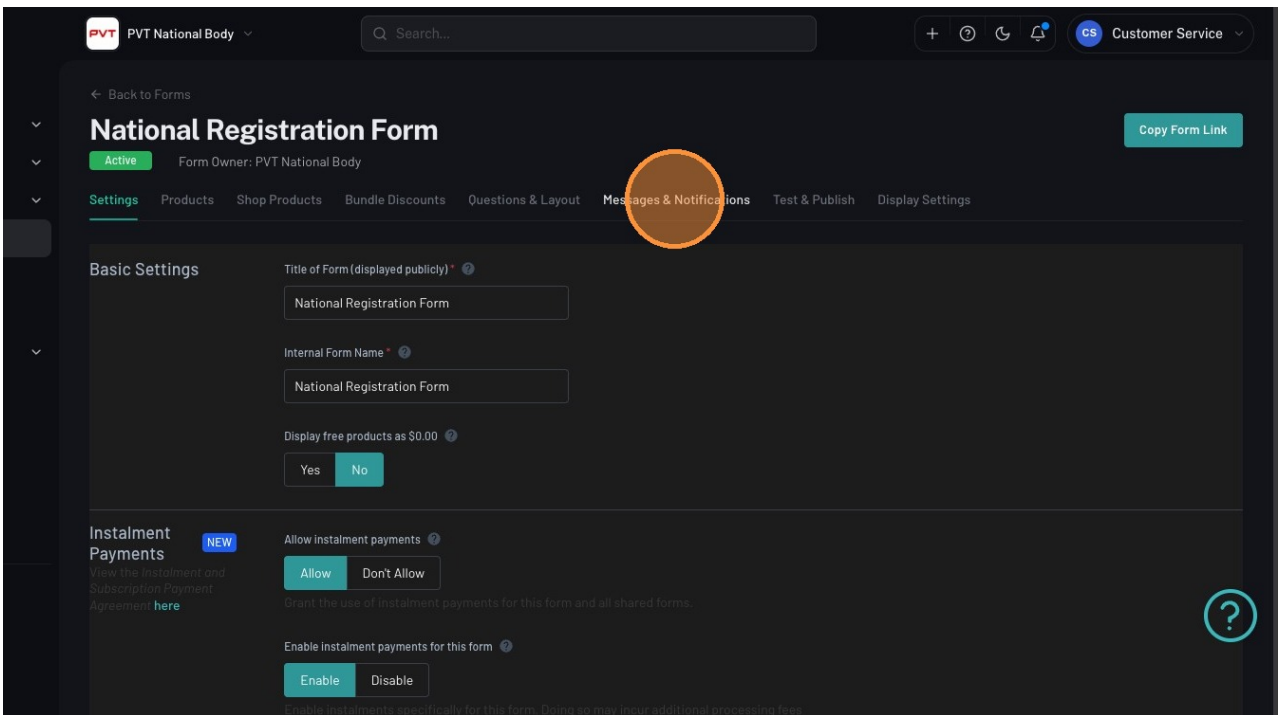
2. Click the " More Actions " icon for the National Registration Form



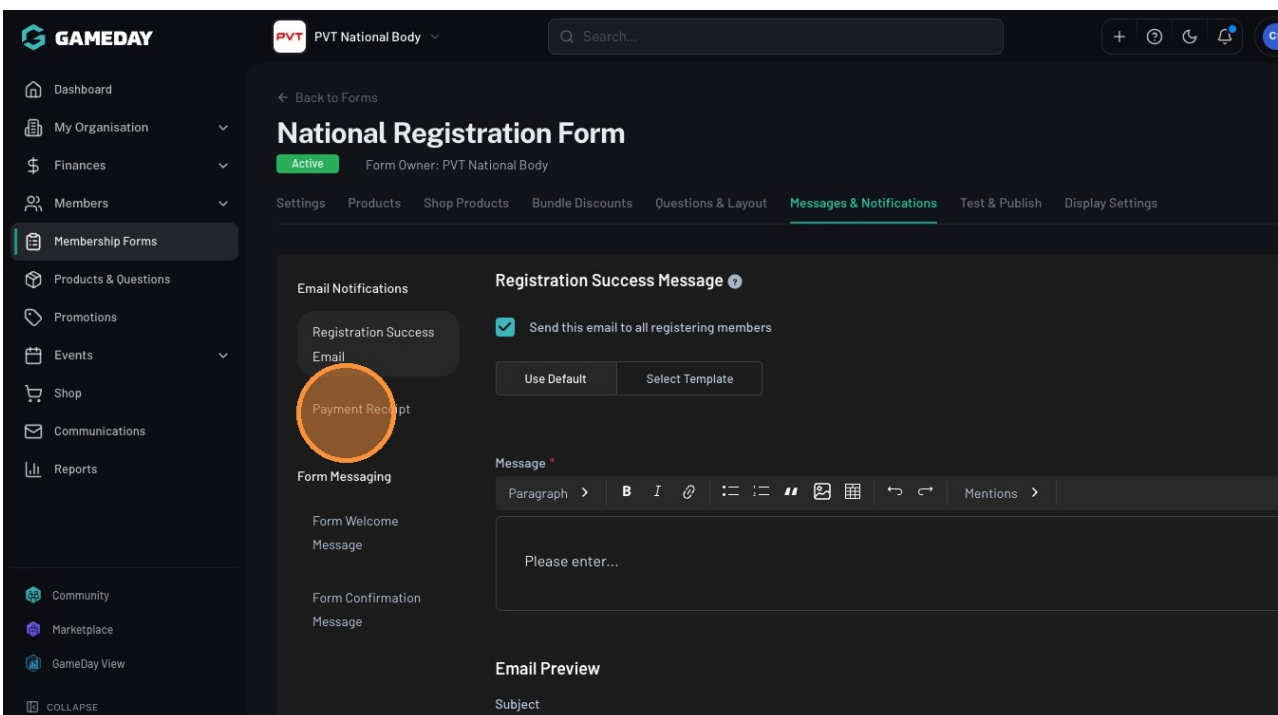
3. Select Edit



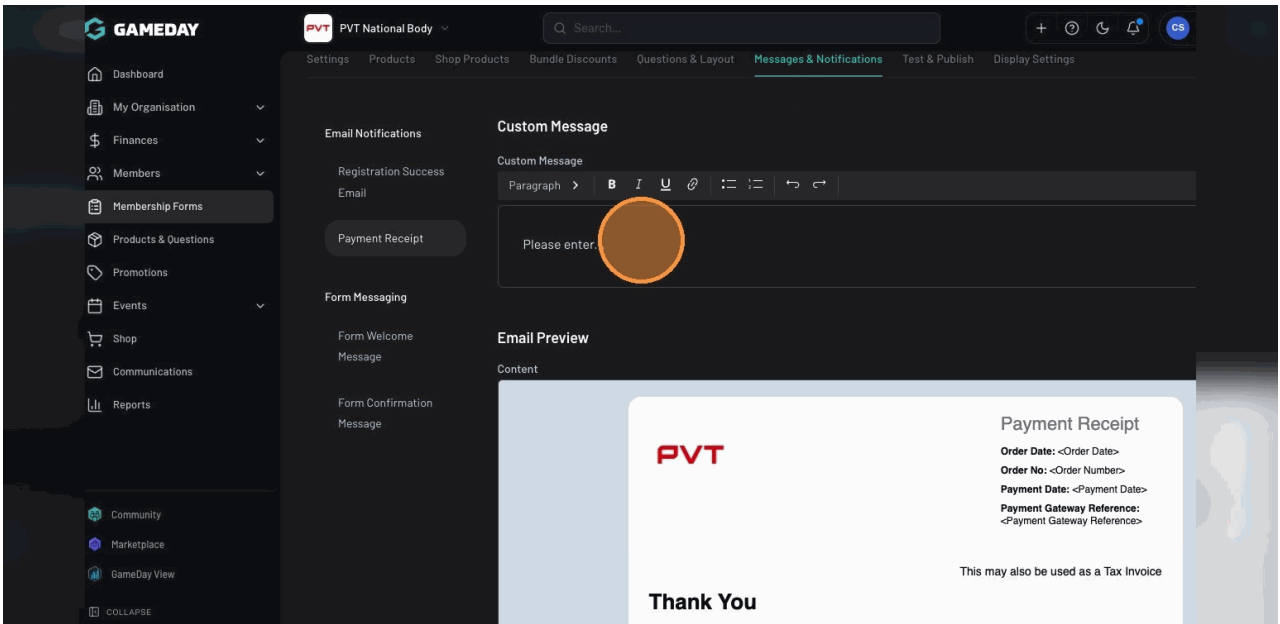
4. Navigate to Messages & Notifications



5. Select Payment Receipt



6. Enter a custom message into the text field



7. Click Save Changes

