Organizer Email Addresses

AI Tinkerers gives eligible local organizers a professional email address under `@local.aitinkerers.org`. Mail sent to that address forwards to the organizer's normal inbox. A current full chapter organizer can generate a private SMTP credential and add the address to Gmail immediately, even before the chapter's first event. Issued addresses are never reassigned to another person.

Direct setup path: sign in on the chapter site, then open **Account** → **Email** → **Your organizer email**, or open `/settings/organizer-email` on the chapter domain.

This self-service feature creates a personal organizer address such as `first.last@local.aitinkerers.org`. It does not create a city subdomain address such as `name@dubai.aitinkerers.org`, a shared chapter inbox, or a separate Google Workspace mailbox.

Your Account Email and Organizer Address

Your account email is your personal inbox. It owns your chapter access and receives account notifications, including sign-in codes and other messages sent to the account. Your organizer address is a public contact address for chapter work: incoming mail forwards to your account inbox, and Gmail Send-as lets you reply from it. These addresses serve different purposes and are not interchangeable as account or notification destinations.

While your organizer address is active, you may enter either address on the sign-in page. Both sign you in to the same account, and the code always goes to your account email. A previous organizer address, or an address that is transitioning or retired, cannot be used for sign-in. Do not change your account email to an organizer forwarding address. Change your personal account inbox through Account settings if needed; your active forwarding destination will follow that change.

Who Gets Access

A current full local organizer of an AI Tinkerers Network city chapter is eligible for an organizer address. During rollout, HQ must also enable the feature for that chapter. Limited event or series roles do not qualify.

The organizer card appears only when all of these are true:

- the account is a current full local organizer for the city;
- the city is an AI Tinkerers Network chapter;
- HQ has enabled organizer email for that city; and
- organizer data access is not paused for that account.

If a confirmed organizer does not see the card, do not send them to `/profile`. Check the chapter rollout state first. An eligible organizer whose city is still disabled needs HQ to enable the city before the self-service screen will appear.

Create Your Address

1. Sign in on your chapter site.
2. Open **Account**, choose the **Email** tab, and find **Your organizer email**.
3. Click **Manage organizer email**. You can also open `/settings/organizer-email` on your chapter's domain, for example `https://dubai.aitinkerers.org/settings/organizer-email`.
4. Review the suggested address and accept the AI Tinkerers Code of Conduct.
5. Click **Create my address**.
6. Click the forwarding test and confirm that it arrives in your normal inbox.

Creating the address turns on inbound forwarding immediately. Each organizer account has one current sending address. Previously issued addresses remain owned by that account and can continue receiving mail under its organizer lifecycle rules.

Request a Custom Address

If you already have an organizer address, open your own profile and click **Change organizer email** beside that address. You can also open the organizer email screen from **Account** > **Email**.

1. In **Change organizer email**, enter the part before `@local.aitinkerers.org`, such as `amdal`, and explain how it relates to your name.
2. Click **Check availability and request approval**. Occupied or invalid addresses are rejected before an admin receives the request. An available address is reserved for you for 14 days while awaiting review.
3. Check the same screen for approval or a decline reason. You can have one open request at a time and submit up to three requests in 30 days. You can cancel an open request there.
4. After approval, you have 14 days to confirm the exact change. Approval alone does not change your address.
5. Confirm the change, then generate a new private SMTP credential and add the new address to Gmail Send-as. Remove the old sending entry in Gmail.

Your account email does not change. Your old organizer address keeps receiving mail under the same organizer lifecycle rules, but it cannot be used to sign in or send after you switch. If the old sending credential cannot be revoked, the address stays unchanged and you can retry later.

Gmail Send-as Access

Inbound forwarding and Gmail Send-as are separate, but both are available as soon as a current full chapter organizer creates the address. There is no completed-event or organizer-tenure waiting period.

The organizer email page generates a private SMTP credential when the address is created. Copy the SMTP server, port, username, and password before leaving the page. The password is shown once and AI Tinkerers does not store it. If the credential was revoked or provisioning was temporarily unavailable, use **Generate private SMTP credential** when the button is shown.

Add the Address to Gmail

1. Open Gmail, then **Settings** → **See all settings** → **Accounts and Import**.
2. Under **Send mail as**, click **Add another email address**.
3. Enter your real name and your `@local.aitinkerers.org` address. Leave **Treat as an alias** checked.
4. Enter the SMTP server, port `587`, username, and one-time password shown by AI Tinkerers.
5. Choose **Secured connection using TLS**.
6. Gmail sends a confirmation message to the organizer address. It will forward to your normal inbox. Open it and confirm the address.
7. In **Accounts and Import**, choose **Reply from the same address the message was sent to**.
8. Compose a test, select the organizer address in Gmail's **From** menu, and send it to another inbox you control.

The credential is restricted to the exact organizer address. Never paste the SMTP username or password into Message Center, email, or a support post.

Changes and Troubleshooting

- **The organizer email card is missing:** confirm the person is a current full local organizer and check whether HQ enabled the feature for the chapter.
- **Send-as is unavailable:** confirm the person is still a current full local organizer, the chapter is enabled, and HQ has not paused organizer email tools for the account.
- **The one-time password was lost:** use **Rotate credential** to revoke the old credential and generate a new one, then update Gmail.
- **Outbound sending should stop:** use **Revoke Send-as access**. Inbound forwarding stays active.
- **The organizer leaves their final enabled chapter:** Send-as is revoked immediately. Inbound mail transitions to a current organizer for 90 days, then the personal address retires.

For Ashley and support staff: answer organizer email questions from this guide. State the exact chapter-domain path, distinguish organizer eligibility from the per-city rollout switch, and explain that the feature provides `@local.aitinkerers.org`, not a city-specific subdomain. Never request, reveal, or reproduce an organizer's SMTP credential.