

Volunteer Application Preferences

Contents

Display

When you direct volunteers to your application, you want to make it clear what they are applying for. You also need to ensure they are asked to give you all the information you are going to need not only to review their application, but to get them started volunteering at your facility.

Volunteer Application Preferences is where you can manage various options for the [Application](#). The Display tab shows text that is displayed within the application.

The screenshot shows a web interface for 'Washington High School' with a header bar containing 'Show All', 'ACCOUNT', and a help icon. Below the header are three tabs: 'Display' (selected), 'Optional Fields', and 'Custom Fields'. The 'Display' tab contains the following sections:

- Application Information**
This text is displayed at the top of the application.
In addition to completing this application, all volunteers must receive volunteer training from a district school. Training will address blood-borne pathogens, sexual harassment, and procedures volunteers are to follow at the local school. A training schedule is available on our Web site.
- Application Completion URL**
When the application has been submitted, redirect the applicant to this URL.
`http://www.address.com`
- Use this URL to access your online application:
`https://demo.keepntrack.com/apply`
- ☐ Turn off Applications and display the following note:
[Empty text box]

Application Information

This is text that is displayed at the top of the Volunteer Application. Include any rules or guidelines for the application, including what the application is for.

✔ HTML is supported.

Application Completion URL

Once the application is complete, the applicant is redirected to this URL.

Turn Off Application and display the following note

If you aren't accepting applications at this time, don't leave people hanging! Check this box to turn off applications, then enter a note that will be displayed so people know what's going on.

Optional Fields

What do you actually need to know from your volunteer? Optional fields can be set to *disabled* (hidden), *enabled*, or *required*.

Show All
ACCOUNT
Washington High School
?

Display
Optional Fields
Custom Fields

Address Field
Enable

Email Address Field
Enable

Home Phone Field
Enable

Work Phone Field
Enable

Mobile Phone Field
Enable

Primary Phone Radio Buttons
Disable

Username and Password
Disable

Birthdate Field
Require

Sex Dropdown Menu
Enable

Employer Field
Enable

Felony Conviction Radio Buttons
Enable

Felony Conviction Question
Have you ever been convicted of a felony?

Driver License Fields
Enable

Vehicle Information Fields
Disable

Ethnicity Dropdown Menu
Enable

Government ID
Disable

Volunteer Type Dropdown Menu
Enable

Preferred Activities Field
Enable

Preferred Times Field
Enable

Application Notes Field
Enable

Organization Field
Enable

- Address Field
- Email Address Field
- Home Phone Field
- Work Phone Field
- Mobile Phone Field
- Primary Phone Radio Buttons
- Username and Password
- Birthdate Field
- Sex Dropdown Menu
- Employer Field
- Felony Conviction Radio Buttons
- Felony Conviction Question (you can customize this question to fit your needs)
- Driver License Fields
- Vehicle Information Fields
- Ethnicity Dropdown Menu
- Government ID Field
- Volunteer Type Dropdown Menu
- Preferred Activities Field
- Preferred Times Field
- Application Notes Field
- Organization Field

Custom Fields

Custom Fields allows you to create your own fields (questions) for the volunteer application and decide if those fields will be *disabled*, *enabled*, or *enabled and required*. Enter up to 8 custom fields that will appear in the [Application](#). Each custom field has a 500 character limit.



KeepnTrack gives you the ability to create eight custom fields that appear in the Questions section of the online volunteers application. Additionally, you can Require that information is provided in these fields before your potential volunteer may continue.

Custom Label 1		Disable
Custom Label 2		Disable
Custom Label 3		Disable
Custom Label 4		Disable
Custom Label 5		Disable
Custom Label 6		Disable
Custom Label 7		Disable
Custom Label 8		Disable