# **Volunteer Notification Preferences**

# Contents

# Received

Set up notifications for your volunteer applications to be sent to the volunteer/facility when an application is received, approved, rejected, or awaiting review (i.e. has not been approved or rejected). These are Account-level preferences that apply to all facilities on your account.

Show All ACCOUNT	Washington High School
Received Approve	d Rejected Awaiting Review
application has been	e Application Received Notice that appears on-screen and is emailed to the applicant after their online submitted. These notifications are not emailed to your facility administrator(s); you can configure ns for Pending applications.
0	Do not send Received notifications.
$\bigcirc$	Automatically send notification to Volunteers when Application is received.
	Notification Email Text:
	Thank you for submitting an application. Once your application has been reviewed you will receive further communications from us.

# Received

# Do not send Received notification

No notification sent. Automatically send notification to Volunteers when Application is received— If the applicant has filled out the email address field in the application, they will receive an email letting them know the application was successfully submitted and received. (We recommend that you Require the Email field in applications for these automatic notifications to be most effective.)

# **Notification Email Text**

Customize the message to be automatically sent to the volunteer when the application is received.

# Approved

Sh	ow All	ACCOUNT		Washingt	on High School	0
Re	ceived	Approved	Rejected	Awaiting Review		
e	mailed to	the applicant	when their ve	olunteer application ha	ing the volunteer application process and can be as been approved. Application approval notificatio n(s) configured in your Facility Management.	
		◯ Au ◯ Au	tomatically set tomatically set	roved notifications. nd Approved notification nd Approved notification nd Approved notification		
		No	tification Em	ail Text:		
			ank you for volu ormation.	nteering. Your Application h	nas been approved. See the volunteer office for further	

# Approved

# Do not send Approved notification

No notification sent.

## Automatically send Approved notification to Volunteers and Facilities

When an Operator approves an application, or if the application is automatically approved, a notification email is sent to both the volunteer who was approved (provided they have an email address in their record) and to the facility/facilities they applied to.

## Automatically send Approved notification to Volunteers only

When an operator Approves an application, or if the application is automatically approved, a notification email is sent to the volunteer only.

# Automatically send Approved notification to Facilities only

When an operator Approves an application, or if the application is automatically approved, a notification email is sent to the facility/facilities they applied to. This is useful to inform a facility of their new volunteer.

## **Notification Email Text**

Customize the email notification text.

# Rejected

Show All ACCOUNT	Washing	ton High School	0
Received Approved	Rejected Awaiting Review		
refused. Application re specified in your Facilit sent via email and isn't C A A A A	d message that can be automatically ejection notifications can also be sen	ns to Volunteers and Facilities ns to Volunteers only. ns to Facilities only.	
		s NOT been approved. See the volunteer office for plicación NO a sido aprobada. Consulte la oficina de	

#### Rejected

### Do not send Rejected notifications.

When checked, no notification sent.

#### Automatically send Rejected notification to Volunteers and Facilities.

When an operator Rejects an application, a notification email is sent to both the volunteer who was rejected (provided they have an email address in their record) and to the facility/facilities they applied to.

## Automatically send Rejected notification to Volunteers only.

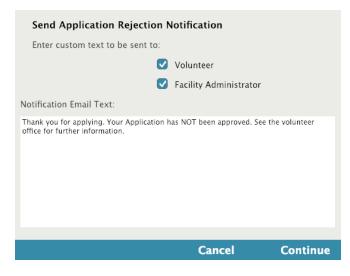
When an operator Rejects an application, a notification email is sent to the volunteer only.

#### Automatically send Rejected notification to Facilities only.

When an operator Rejects an application, a notification email is sent to the facility/facilities they applied to. This is useful to inform a facility of anyone who may be Access Denied, or in case the volunteer contacts that facility about the status of their application.

#### Operators send Rejection notifications manually.

With this selection, when an operator Rejects an application in Volunteer Application Management, they will be presented with a window that lets them type out a personalized message and at that time choose to send the message to the volunteer only, facilities only, or to volunteers and facilities.



# Awaiting Review

Show All	ACCOUNT		Washingto	on High School		
Received	Approved	Rejected	Awaiting Review			
Reminders that volunteer applications are awaiting acceptance or rejection can be emailed to the Facility Email(s) of the KeepnTrack contact person(s) configured in your Facility Management. Please keep in mind that if you are automatically approving some applications, KeepnTrack will not send automatic Awaiting Review alert notifcations for those applications.						
	Sei					
Notification Email Text:						
		ou have voluntee: pera para su revi		ar review. Usted tiene solicitudes de voluntarios de		

# Awaiting Review

# Do not send these alerts

No notification sent.

# Send these alerts daily at 6am

Emails any facilities with volunteer applications that have not yet been approved or rejected, at 6am every day.

# Send these alerts daily at 6am and 1pm

Emails any facilities with volunteer applications that have not yet been approved or rejected, at 6am and 1pm every day.

# Send these alerts daily as they are submitted

When an application is submitted and goes into Volunteer Application Management, this emails the facilities the volunteer applied to.

# **Notification Email Text**

Customize the message.