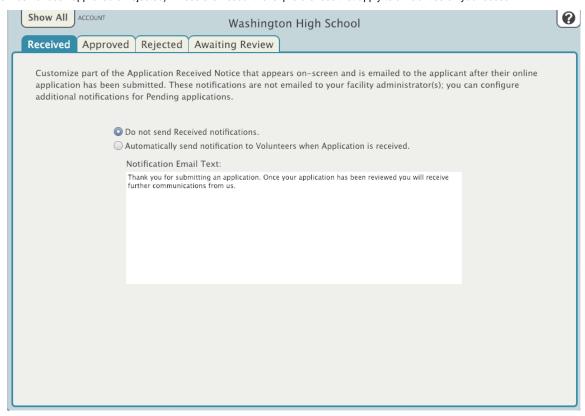# Volunteer Notification Preferences

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.
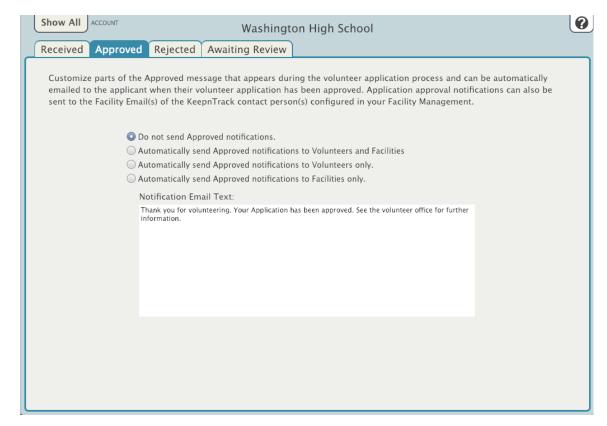

Received

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

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.
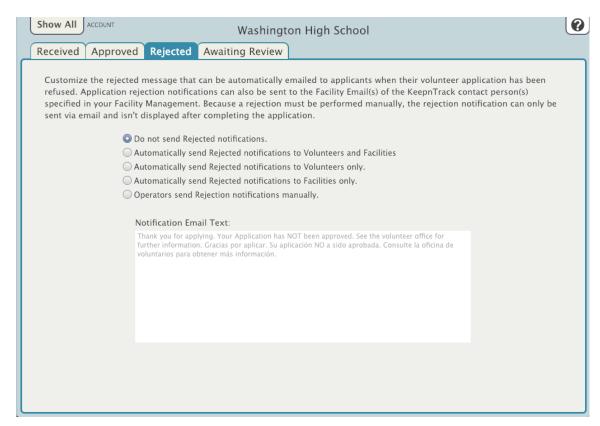
Automatically send Approved notification to Facilities only

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

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.

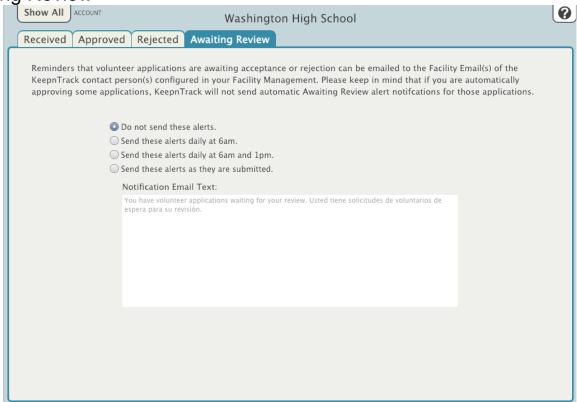**Automatically send Rejected notification to Facilities only.**

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

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.