ClubRunner

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How do I define volunteer notification settings?

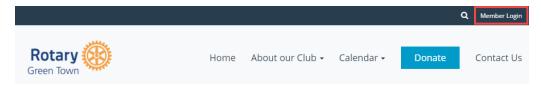
Michael C. - 2021-02-24 - Volunteers & Signups

An *Enhanced* feature, Notification Settings allows you to define which templates to be used when sending Emails. The options are:

- Send Email to Confirm Volunteer Signup
- Send email To Confirm cancellation of Booking.

Below are the steps to indicate which email template to use:

1. Click **Member Login** at the top right of your Club's webpage.



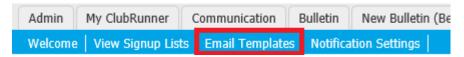
2. Enter your login details, and then click Member Area at the top right.



3. You will see a number of tabs along the top. Click on Volunteers.



4. Click on Email Templates.



5. Under the Settings & Customization section on the left side click on the Notification Settings link.



6. First choose if you want to link to a System Email Template or a Custom Email Template.

Note: Applies to both Volunteer Signup and Cancellation of Book



7. Then select the appropriate **email template** from the list of templates next to it.



8. Once a template has been selected click on the **Save** (button) to save the changes.

