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.

			۹	Edward Chu	Member Area	Logout
Rotary	Home	About our Club 🗸	Calendar -	Dona	ate Co	intact Us

- 3. You will see a number of tabs along the top. Click on Volunteers.
- ership Organization RI Integration Attendance Website Reports Events Volunteers H
- 4. Click on **Email Templates**.

Admin	My ClubRunner	Communication		Bulletin		New Bulletin (Be	
Welcome	e View Signup Lis	ts	Email Template	s	Notifica	tion Settings	

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

 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.

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

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