ClubRunner

How do I define volunteer notification settings?

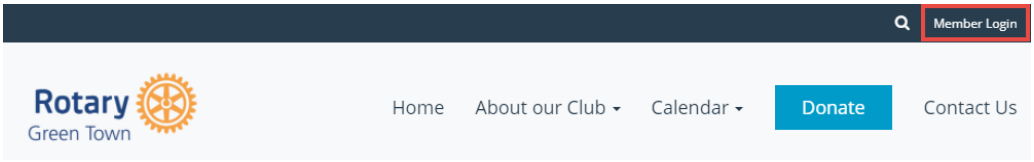
Michael C. - 2021-02-24 - Volunteers & Signups

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

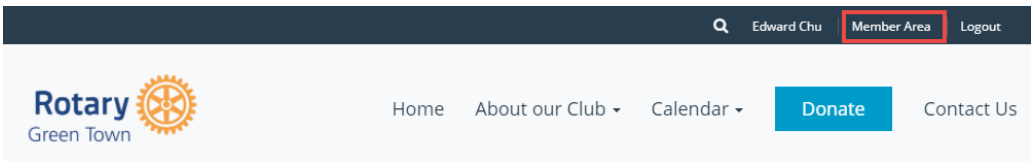
- Send Email to Confirm Volunteer Signup
- Send email To Confirm cancellation of Booking.

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

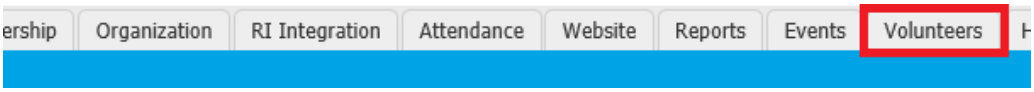
1. Click **Member Login** at the top right of your Club's webpage.



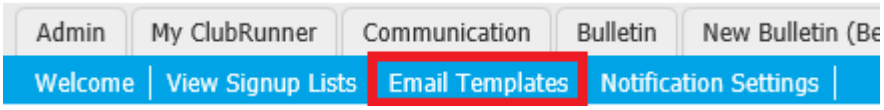
2. Enter your login details, and then click **Member Area** at the top right.



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.

