

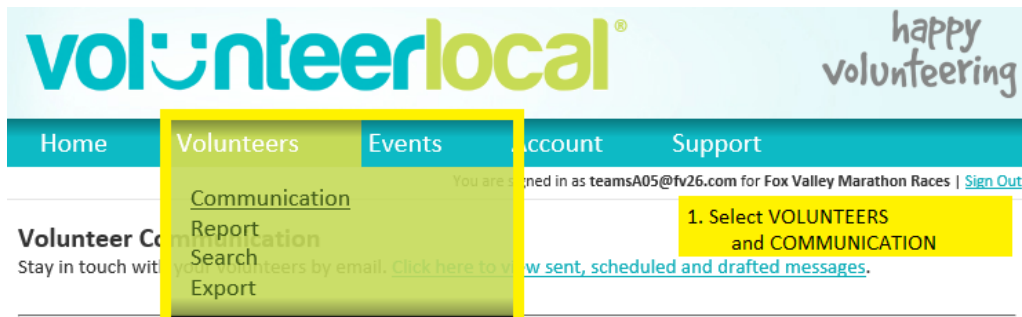
## To view your sign-ups ...

Sign in to Volunteer Local with the email we provided you, and then ...

The screenshot shows the Volunteer Local website interface. At the top, the logo "volunteerlocal" is on the left and "happy volunteering" is on the right. A navigation bar contains "Home", "Volunteers", "Events", "Account", and "Support". A dropdown menu is open under "Volunteers", showing options: "Communication", "Report", "Search", and "Export". A yellow box highlights this menu. A yellow callout box with the text "1. Select VOLUNTEERS and REPORT" points to the "Volunteers" menu item. Below the navigation bar, the user is logged in as "teamsA05@fv26.com for Fox Valley Marathon Races | Sign Out". A "Volunteer Job" section is visible with a search filter for "2017 Fox Valley Marathon Races Team Signup [04/22/2017-09/17/2017]". A yellow callout box with the text "2. Select job to expand" points to the job title "4/23 B03 - PR Aid Station". Below the job list, a specific shift "04/23/2017 6:00AM-10:00AM" is highlighted with a yellow box, and a yellow callout box with the text "3. select shift to expand" points to it. The list shows two jobs: "4/22 A05 - BQ Aid Station" (0/12 filled, 0%) and "4/23 B03 - PR Aid Station" (1/6 filled, 17%). A list of sign-ups is shown below, with the first entry: "1. Jane Doe janeDoe@aol.com / 630-555-1212 / shirt: small". Other interface elements include a "PRINT" button, "RESET", and filter buttons like "Expand All", "Show blanks", "Sort by name", "Hide full shifts", "Hide empty shifts", and "Hide past shifts".

# To send or schedule an email to your sign-ups ...

Sign in to Volunteer Local with the email we provided you, and then ...



## From

BQ Aid Station [teamsA05@fv26.com]

## Subject

Fox Valley Volunteer Reminder

2. Enter a subject

## Message

Hi {first name}

We appreciate you volunteering for the {job info} portion of the Fox Valley Marathon Races April or September events.

We are only 2 weeks away, so be sure to mark your calendar. It will be a fun and exciting day, and we, and all of our runners, and our other volunteers look forward to seeing you.

{event name}

{organization name}

3. Enter your message

The following fields are available for use in the message:

{first name} {last name} {email} {event name} {organization name}

{job info} (puts the job + detail + shift in the message)

{volunteer profile link} (link to their profile)

Tip! It is best to type in the code, don't copy and paste it.

## Optional filters

### Other authors

Allow others to edit & review the message after it is saved or sent.

### Send a copy to

BQ Aid Station [teamsA05@fv26.com]

### When to send

- Send now
- Schedule to be sent later
- Save as a draft

4. Select when to send

Send now

5. WAIT ! Do steps 6 and 7 first

### Recipients

Check the box next to the appropriate event, job or shift. You may select several items. Duplicates will be removed when the message is sent.

- 2017 Fox Valley Marathon Races Team Signup (choose jobs) 04/22/2017-09/17/2017  +
- Select all jobs
- 4/22 A05 - BQ Aid Station (all shifts) +

6. Expand the RECIPIENTS options

7. Select your team

8. Hit the SEND or SAVE button