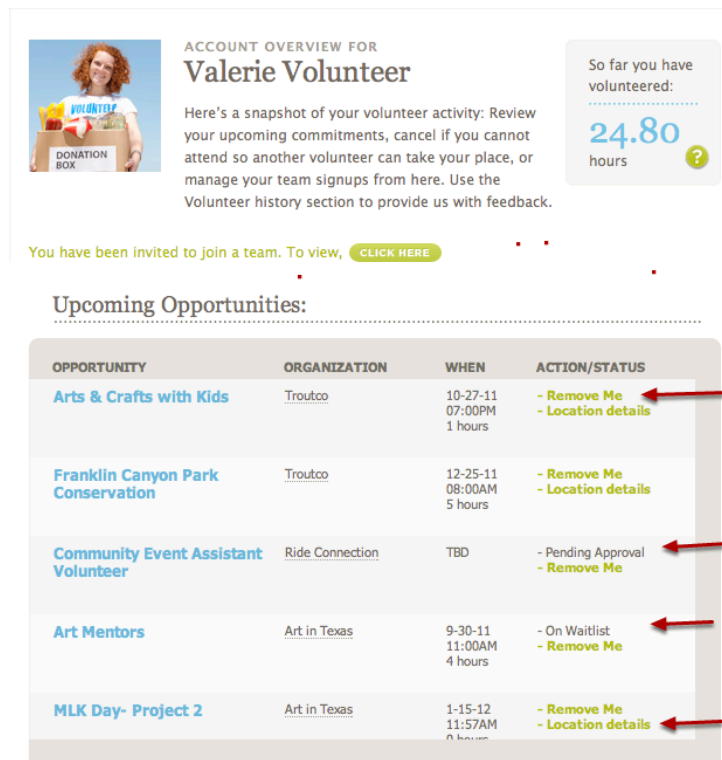


# What happens during opportunity signup?

The following processes happen automatically when a volunteer signs up or expresses interest in an opportunity on the public website:

## The following occurs for the volunteer:



ACCOUNT OVERVIEW FOR  
**Valerie Volunteer**

Here's a snapshot of your volunteer activity: Review your upcoming commitments, cancel if you cannot attend so another volunteer can take your place, or manage your team signups from here. Use the Volunteer history section to provide us with feedback.

So far you have volunteered:  
**24.80**  
hours

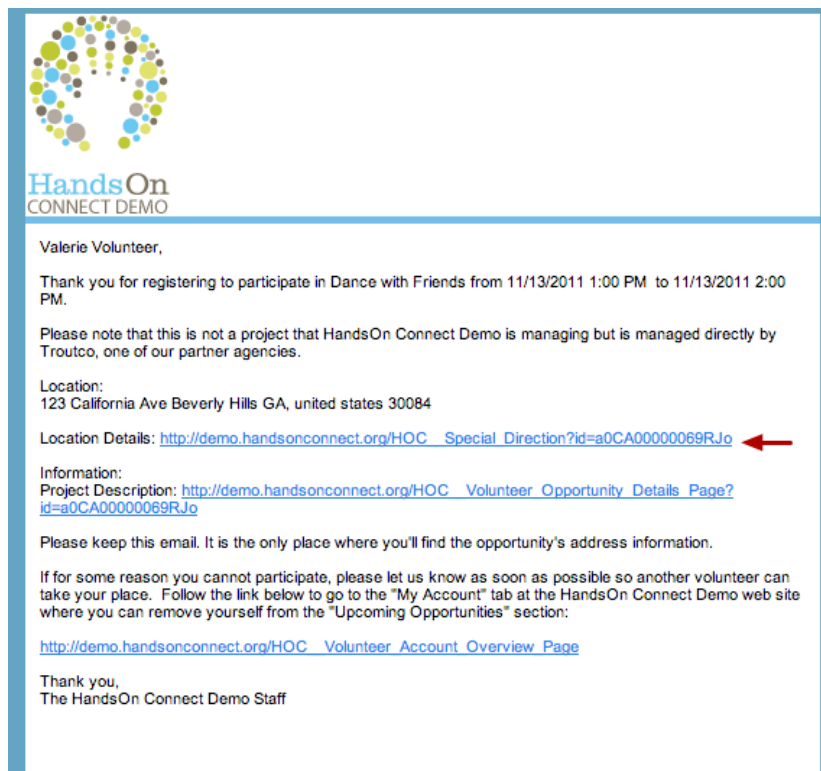
You have been invited to join a team. To view, [CLICK HERE](#)

**Upcoming Opportunities:**

OPPORTUNITY	ORGANIZATION	WHEN	ACTION/STATUS
Arts & Crafts with Kids	Troutco	10-27-11 07:00PM 1 hours	- Remove Me - Location details
Franklin Canyon Park Conservation	Troutco	12-25-11 08:00AM 5 hours	- Remove Me - Location details
Community Event Assistant Volunteer	Ride Connection	TBD	- Pending Approval - Remove Me
Art Mentors	Art in Texas	9-30-11 11:00AM 4 hours	- On Waitlist - Remove Me
MLK Day- Project 2	Art in Texas	1-15-12 11:57AM 0 hours	- Remove Me - Location details

- Their "My Account" page is updated and the new Volunteer Opportunity is listed in the Upcoming Opportunities section. There are links here to remove oneself from the opportunity, manage team sign-ups (if acting as team captain who signed up multiple team members), and the status of 'express interest' opportunities is reflected. There are also indications if you are on the waitlist for an opportunity, and for confirmed opportunities, links to a webpage with full details on the location of the volunteer opportunity (address, special directions, and a google map from which you can get driving directions).

## A confirmation email is sent to the volunteer with the Volunteer Opportunity details



It includes a link to remove themselves if needed, and a link to a webpage where they can get complete location details including the full address, a google map they can get directions from, and any special instructions that are populated as part of the Location record associated with this occurrence.

💡 Different confirmation emails are sent depending on the type of Volunteer Opportunity they have signed up for. The example above is for a date and time specific opportunity with full signup. It is managed by a partner organization.

There are different emails for each opportunity type, and different emails if the opportunity is an affiliate-managed opportunity.

## View of the Location Details webpage:

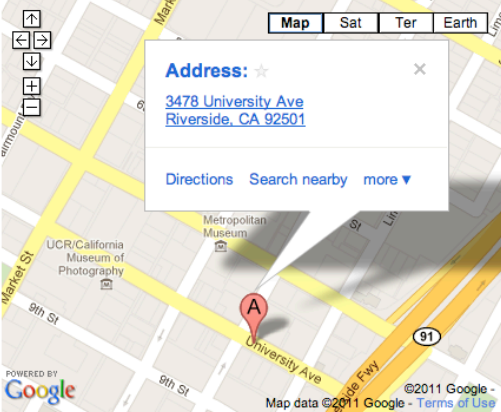
[BROWSE ORGANIZATIONS](#)   [RESOURCES](#)   [MY ACCOUNT](#)

### Special Direction For Dance with Friends

3478 University Ave [Print](#)

Riverside, CA united states 92502

Please park in the back lot. The combination to the lock on the back door is 2250.  
Please relock the door after you come into the studio. Thanks!



[Directions](#)   [Search nearby](#)   [more ▼](#)

[Print](#)

**They receive a reminder of their sign up four days before the Volunteer Opportunity occurs.**



Dear Art Trout,

This is a reminder that you are registered to participate in **Arts and Crafts for Kids** from **10/5/2018 7:00 PM** to **10/5/2018 8:30 PM**.

**Location:**

6321 Lemon St Riverside CA, United States 92506

**Location Details:**

<https://ps9015.handsconnect.org/special-direction-page/a0C1N00000OK8v4>

**Project Description:** <https://ps9015.handsconnect.org/opportunity/a0C1N00000OK8v4>

Please keep this email. It is the only place where you'll find the opportunity's address information.

If you have questions about this opportunity, please contact:

**Opportunity Leader:**

Larry Secondo: [troutco+9015@gmail.com](mailto:troutco+9015@gmail.com)

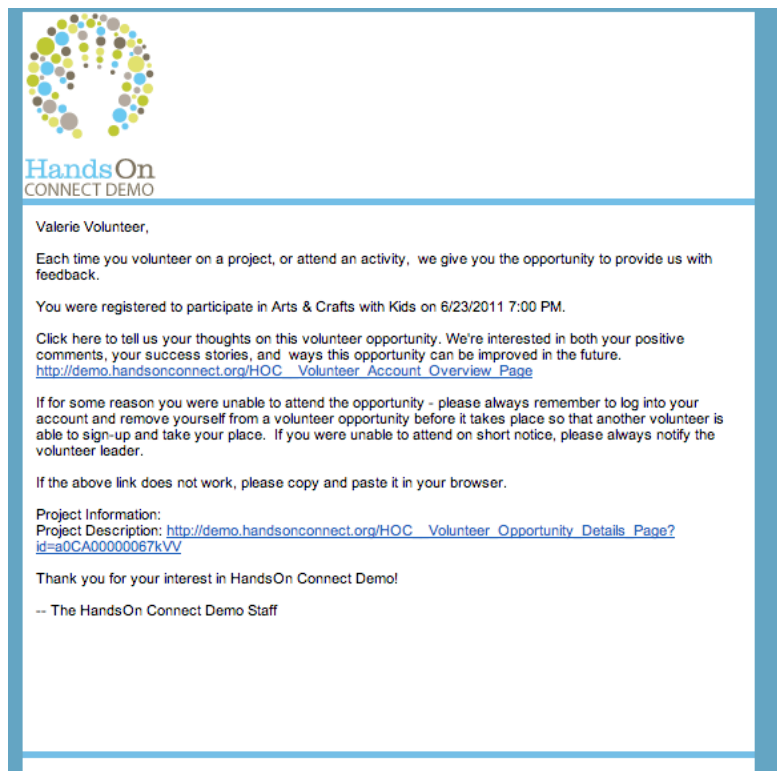
If for some reason you cannot participate, please let us know as soon as possible so another volunteer can take your place. Follow the link below and use the Log In button in the upper right hand corner. Then, go to the "My Account" tab where you can remove yourself from the "Upcoming Opportunities" section:

<https://ps9015.handsconnect.org/>

We look forward to seeing you there!

— The HandsOn Connect 9015 Staff

**They receive a thank-you email and a request for feedback the day after they are scheduled to attend.**



**The following occurs on the administrative side**

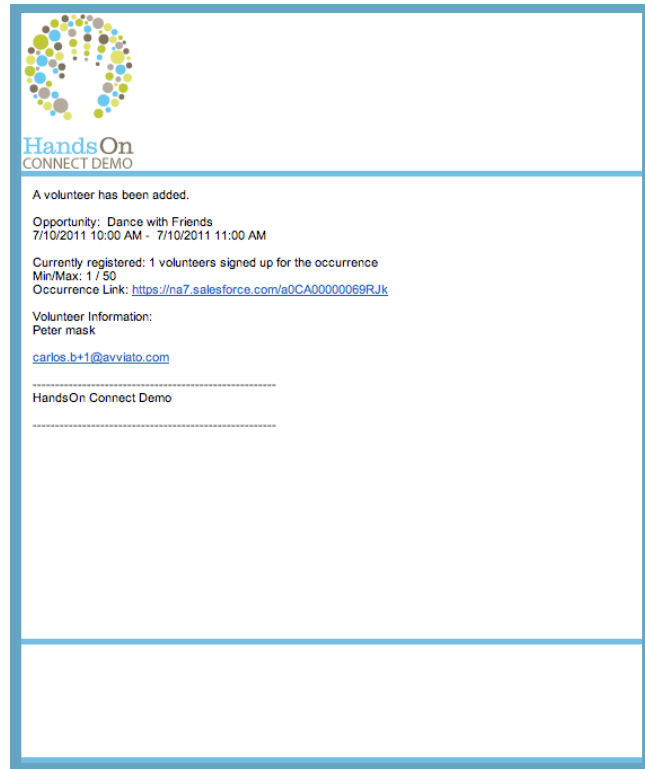
Connections								
<div> <div>Scheduled Volunteers</div> <div>Pending Volunteers</div> <div>Waitlisted Volunteers</div> <div>Attendance Due</div> <div>Attendance Reported</div> <div>Declined Volunteers</div> <div>Other Volunteers</div> </div>								
<div> <div>Email Volunteers</div> <div>Mark as Attended</div> <div>Mark as Not Attended</div> <div>Mark as Please Verify</div> </div>								
<input type="checkbox"/>	First Name	Last Name	Hours	Attendance Status	Date	Start Time	End Time	Guest Vol
<input type="checkbox"/>	Valerie	Volunteer	0.00	Please Verify	05/25/2016	05:00 PM	07:00 PM	0

The [Connections Grid](#) is updated to show the new connection.

For **Sign-Up** opportunities - the connection automatically appears in the Confirmed Connections Section.

For [Express Interest](#) opportunities - the connect will appear in the pending/declined connections section.

## The Opportunity Coordinator is sent a notification that a sign-up has occurred.



## For Individually Scheduled opportunities - a different email is sent to the Opportunity Coordinator

Email sent for Individually Scheduled Opportunity (ISO) with schedule:



Angie Trout, a volunteer registered with HandsOn Connect 9015 has reviewed the dates and times you need volunteers for your volunteer opportunity, Clerical Help Needed (EIO - with schedule), and has expressed interest in volunteering for one or more date(s).

Please log into your account at <https://ps9015.handsconnect.org/> and review the date(s) and time(s) this volunteer has made themselves available.  
After logging in go to this page, <https://ps9015.handsconnect.org/partner-portal/volunteer-opportunity-details/a0N1N00000Kj1E> and review all the pending connections for this volunteer.

For each proposed date and time, you can confirm, decline or reschedule the volunteer, and then they'll know whether or not they are confirmed to volunteer for each date, and be able to see their approved schedule when they log into their account.

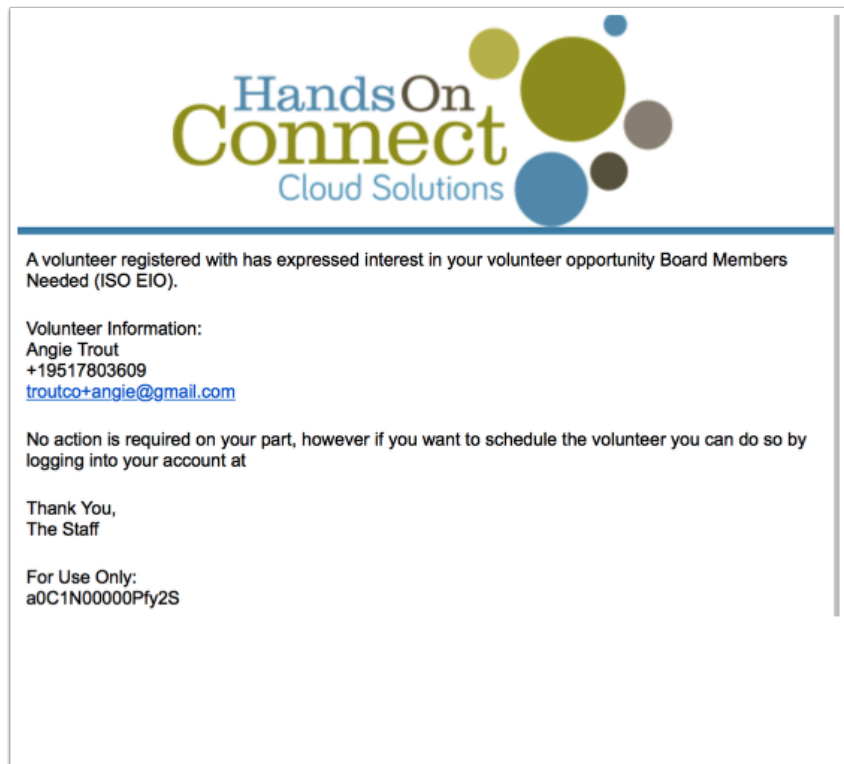
You'll also be able to view which volunteers you have scheduled for each day from this page, so you'll know who is volunteering with you and when.

Thank you,

The HandsOn Connect 9015 Staff


For HandsOn Connect 9015 Use Only: <https://ps9015.handsconnect.org/partner-portal/volunteer-opportunity-details/a0N1N00000Kj1E>

## Email sent for Individually Scheduled Opportunity - Express Interest Only



For '[express interest](#)' opportunities the opportunity coordinator receives email notification that they should log into their account and review the connection. For Date and Time Specific Express Interest, and ISO - Express Interest with schedule, they should confirm or decline the connections and can contact the volunteer if necessary to reschedule. For ISO - Express

Interest Only - they do not have to take any actions since the purpose of this opportunity type is just to see who is interested. They can contact volunteers, and can schedule them administratively if they desire.

 The text of all these emails can be updated by your system administrator - to change the tone or messaging.