

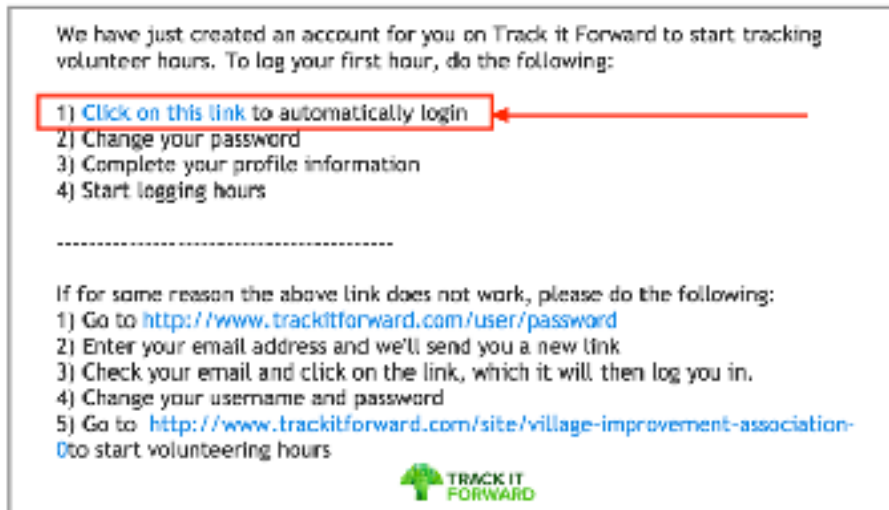
TIF Email Messages

Email Messages

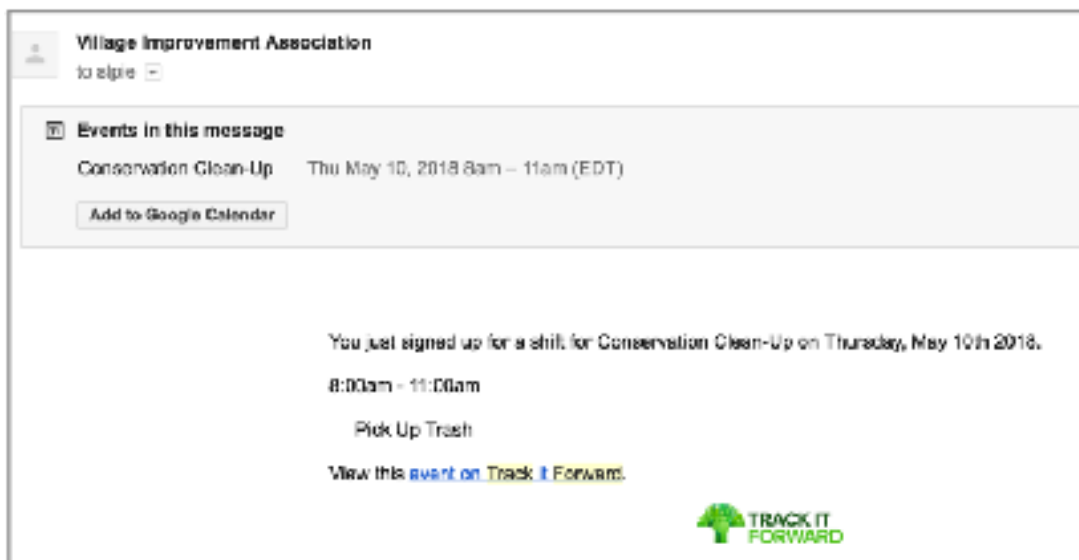
Messaging within Track It Forward is very comprehensive. Following are some examples of the types of Emails Volunteers may see coming their way.

VOLUNTEER MESSAGES

1. **Start tracking hours for the Village Improvement Association** is sent when a new Volunteer account is set up. To respond, simply select the response link and follow the instructions in the email to complete your new account set up.



2. **Event Sign Up Confirmation** is received when a Volunteer has signed up for an event. The generation of this confirmation is dependent upon the settings selected by the Event Manager. No response is needed. This is an informational message.



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3. **Event Sign Up Reminder Message** is received two days prior to an Event for which you have volunteered or been invited to. No response is needed. This is an informational message.

Just a reminder that you RSVP'ed for these shifts in 2 days for DSH Docent on Wednesday, March 28th, 2018.

- 9:00am - 11:00am
 - Morning shift

View this [event on Track It Forward](#).



4. **Meeting Invitation Message** is received when an Event Manager includes your name on a meeting list. Using the RSVP link, respond only if you cannot attend. Go to the meeting and remove your name from the Event Sign Up sheet.

You've been invited to a Home Life Committee Meeting on Friday, March 23rd 2018 at 7:00am. Our meeting will start early and will run late. Please bring coffee and lots of ideas. We will be looking at Home Life projects to continue for the 2018-2020 term. Hope to see you there.

[RSVP on Track It Forward](#)



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5. **Log Hours Reminder Message** is received the day after an event has taken place. If a Volunteer receives this message, the Event Manager did not set the Event up for build hours recording. Each Volunteer should record their own hours for this Event using the link provided within the message.

Don't forget to log your hours on Track it Forward for the time you spent at Event without mass entry set up on Friday, March 16th, 2018.

Log Hours

- 11:00am - 3:00pm
 - Afternoon Docent
- 7:00am - 11:00am
 - Morning docent

Use Log Hours link to record your volunteer hours.



6. **Hours Rejection Notification Message** is received when the Activity Approver finds a problem with your hours entry. Note the reason for the rejection and make appropriate changes using the "Adjust Your Hour Log" button.


One of your recent submissions has been rejected because of the following reason:

You work too fast

Volunteer: Babel Sharon Worker Bee
Email: sjpic@comcast.net
Date:
Hours: 1
Activity: Membership Committee
GIK:
Notes:

Adjust Your Hour Log

-- The Track It Forward Team



TIF Email Messages


ACTIVITY APPROVER MESSAGES

7. **Hours Approval Request Notification** is received when a Volunteer has entered hours in your area of approval. The response is to log into your TIF account and review for approval or rejection. This action should be done on a regular basis.

Perge Catherine has volunteered hours at your site.
Volunteer: Perge Catherine
Email: catherineperge@me.com
Date: 04-01-2018
Hours: 3
Activity: Conservation Committee Volunteer
Notes:

Approve all recent submissions at your site page [Village Improvement Association](#).

-- The **Track it Forward** Team



EVENT MANAGER MESSAGES


8. **Event Sign Up Notification** is received when a Volunteer has signed up for one of the events you manage. No response is needed. This is informational only.

Reynolds Jo Ann (mommadawgsboyz@yahoo.com) just signed up for a shift for Kiosk on Monday, June 18th 2018:

9:00am - 11:00am
Morning Shift
Pick key up at Rehoboth City office

Reply directly to this email to message them.

View this [event on Track it Forward](#).



TIF Email Messages

9. **Event Sign Up with Message** is received with a Volunteer has signed up for one of the events you manage. Pay attention to the message sent in this notification. A response may be required.

Perge Catherine (catherineperge@me.com) just signed up for a shift for Meeting on Friday, March 30th 2018 and left you this message:


.....
Will be late, but coming
.....

← Pay attention to the message sent.

10:00am - 12:00pm
Meeting
Home Life Committee

Reply directly to this email to message them.

View this [event on Track It Forward](#).




10. **Event Sign Up Cancellation Notification** is received when a Volunteer has canceled their sign up for one of the events you manage. No response is needed on your part unless you need to urgently fill a volunteer slot.

Reynolds Jo Ann just canceled their shift for Home Life Committee Meeting on Friday, March 23rd 2018:

7:00am - 10:00am
Meeting
Home Life Planning

View this [event on Track It Forward](#).



TIF Email Messages

11. **Verify Hours Reminder Message** is received the day after an event has been completed if the event notifications were set up to record volunteer hours in bulk. The link contained in the message can be used to go directly to the event to complete the verification and hour recording process.

Verify the hours on **Track it Forward** for the volunteers at **Chocolate Festival Day 2** on Sunday, March 25th, 2018.

[Verify Hours](#)

Event hours can be reviewed immediately using this link.

You are responsible for tracking these volunteer's hours. You can adjust the times, remove the no-shows, and submit

