Communication   Serve Team Leader Perspective

From the website:

Send Requests to Volunteers for a particular week:
- You can use this notification feature when you are finished building your schedule for the timeframe. This will send both an email and a text message when applicable, that allows them to review their volunteer opportunities.

From the Schedule view, you can email all or a portion of your volunteers for a particular week:
1. Click Actions in the top right corner. Message Volunteers.
2. Filter in "Includes Recipients From:" by their status, serving time, or which team/position if there is more than one.
3. On the Recipients line you can click and see how many and whom your message will go to, and you can uncheck individuals as desired.
4. From there you can form your message, attach files, etc.
5. When you hit send, the email will be sent immediately.

Email all of the volunteers on your serve team:
1. From the Teams & Positions tab in your category, click Message Volunteers on the right hand side.
2. This will email all of your volunteers, however, you can click on Recipients to uncheck some of the volunteers if you wish. Add your subject and message (you can also attach files, hyperlink, add pictures, etc) and click send.

From the LEAD. app:

Notify Volunteers of their serving opportunities:
1. On your week schedule, click the top three dots in the right hand corner. Click Send Requests.
2. Choose Pending (not notified) to inform, or choose Pending and notified to remind, or both. Click Next.
3. Modify the body of the message as you wish. A stock message is provided. Click Send. This will be sent to the volunteers email address on file.

<div align="center">OR</div>

1. On your week schedule, click the top three dots in the right hand corner. Click Message Volunteers.
2. Here you can filter by their status, (Accepted, Pending, Declined, or Checked-In [you would use this if you are managing a past week]) service time, and team/position. Leave checked whom you would like to contact. Click Next in the top right corner.

3. Add a subject and message body. Click Send in the top right corner. This will be sent to the volunteers email address on file AND as a text message if we have a mobile number and carrier on file.