

# QUICK START USER GUIDE FOR THE VOLUNTEER INFORMATION PORTAL (VIP)

FIRST STEP! Register for an account and/or login at [www.skidmore.edu/VIP](http://www.skidmore.edu/VIP)



## NOTIFICATIONS

Alerts you if an assignment has made a gift and if you have been paired/unpaired from an assignment.

## NOTES

Allows you to track a copy of all notes you create & emails that you send through the system.

## EMAIL

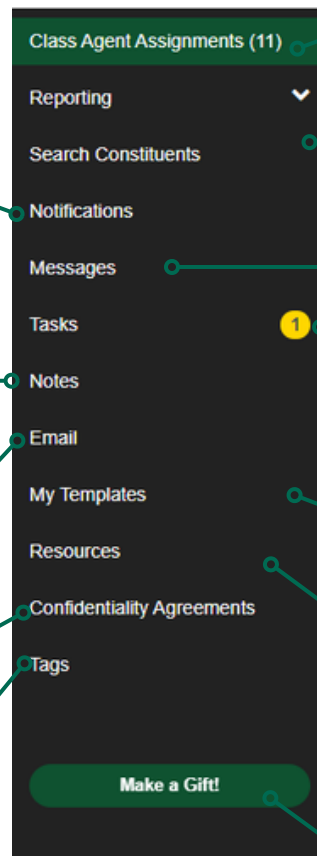
Allows you to message your assignments individually or all at once.

## CONFIDENTIALITY

You'll agree to this when you first log on.

## TAGS

Organize your assignments in a way that makes sense to you.



## MY ASSIGNMENTS

Shows contact information and other role-based data for alumni you'll be reaching out to.

## SEARCH CONSTITUENTS

Allows you to search for and add additional assignments. Search by name, location, activity, and more. Click the "Advanced Search" box for best results!

## MESSAGES

Allows you to send a note to your Skidmore Fund staff liaison.

## TASKS

Tracks future to do list items which will appear until the task is marked complete.

## MY TEMPLATES

Pre-made templates. You can also create & save your own emails to send to assignments.

## RESOURCES

See recent webinar recordings, communications from the College, and more.

## MAKE A GIFT

Handy link to make your own gift through the Skidmore Fund.

## Contacting Your Assignments

### Sending an Email to One Assignment

1. Click on the name of the assignment you wish to email.
2. Click "Send Email"
3. Email templates are provided for you at the top of the page. By selecting the email template, it will auto-populate for you. You may still edit this email if you would like to add a personal touch.

A preview of how the email reads will appear in a text box to the right. *If you'd like to create your own email, you can do so in the 'my template' section. Your template will populate in the 'email' tab after you've created one.*

To send a test email to yourself click "Send Test to Me"  
*Do NOT select "send me a copy" - this will send you a copy for each email that is sent out.*

5. When you are ready to send your email, click "Send Email"  
*The volunteer system will automatically code this as an outreach so you do not need to create a note for this.*

6. Responses to the emails you send through the VIP will go directly to the inbox of the email address associated with your Give Campus account.

### Sending an Email to Multiple Assignments

1. Click "Email" on the navigation menu on the left side of the landing page.
2. Select the email template you wish to use.
3. Select the assignments to email from the list of "Recipients." Click "Select All" to speed up the process. You can filter by "has given," "has not given," and other filters.
4. Click "Send Email"

**We are here to help you!** If you have questions, please speak with your staff liaison or email [skidmorefund@skidmore.edu](mailto:skidmorefund@skidmore.edu) or [alumni@skidmore.edu](mailto:alumni@skidmore.edu).