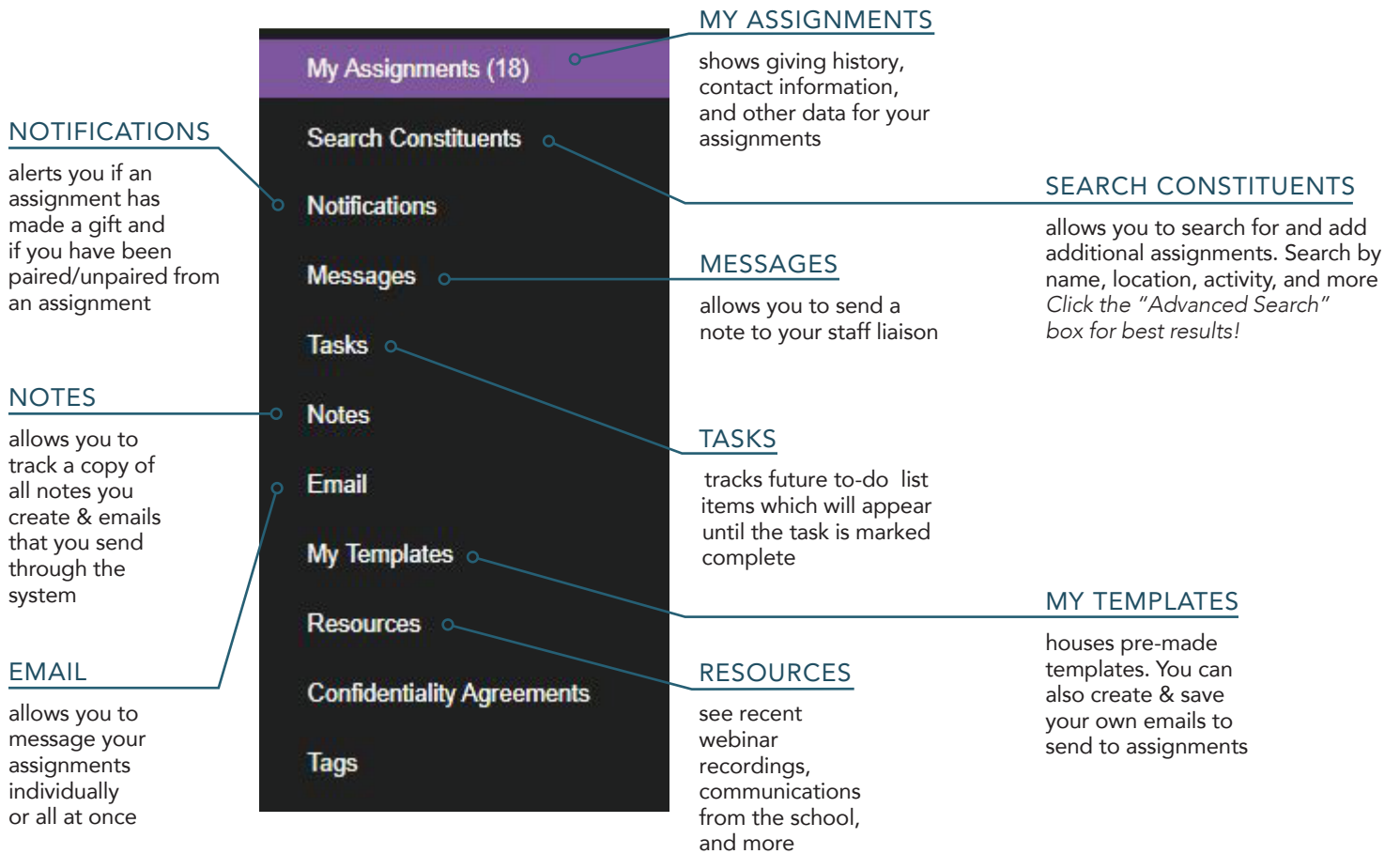


# INTRODUCING OUR NEW VOLUNTEER MANAGEMENT SYSTEM (VMS)

FIRST STEP! Login **via the link provided.**



## 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.*

4. 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 VMS will go directly to the inbox of the email address associated with your GiveCampus 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 reach out to your staff contact.