

Volunteer Online Application and Registration Auto Emails

Email when applicant creates login:

Dear {CustomerName},

Thank you for creating your login for the AFS-USA Online Volunteer Application. Please save the below login information for your reference. You can now use the below information to login to your application and complete the volunteer registration process.

Website URL: <https://usa.afsglobal.org/volunteer>

UserID: {UserName}

Password: {Password}

Warm Regards,
AFS-USA Volunteer Development Team
vol.reg@afs.org

Note: The system will allow you to change your UserID one time only. To change this, please login to the system and click on the 'Set Profile' link on top right of the screen under your name. Go to the 'Change User ID' tab, type in the required information and click the 'Change User ID' button.

Email asking volunteers to start re-registration process

Description:

Volunteers cannot be copied on this email; it contains confidential login information. (TRIGGER) background check expiration within 45 days. (DESCRIPTION) This goes out to volunteers asking them to begin the re-registration process by logging in to the vol reg OA and updating their previous application

Dear {CustomerName},

Thank you for your continued interest in volunteering with AFS-USA! Your current AFS-USA volunteer registration **{BC expiry date}** which means it is time to begin the volunteer re-registration process. The information you need to login to your volunteer application and update your information is listed below.

There are four tabs included in the application, but you are only required to fill out the 'Volunteer Application Form', 'Confidential Form, and the 'Volunteer Agreement'. The 'Cover Form' is optional. The 'Reference Form' is from your initial volunteer registration with AFS-USA and the persons listed will not be contacted again.

Volunteer Application:
<https://usa.afsglobal.org/volunteer>

UserID: {UserName}

Password: {Password}

Once you have submitted your application and it is reviewed, you will receive another email with steps to complete the national background check.

We look forward to receiving your application and to your continued involvement with AFS-USA.

Warm Regards,

AFS-USA Volunteer Development Team
vol.reg@afs.org

Application incomplete and returned to applicant

Description:

Volunteers cannot be copied on this email; it contains confidential login information. Trigger: select Give Back button in the application view screen.

Dear {CustomerName},

We just reviewed your volunteer application and found some information to be missing or unclear. We would like to ask you to update the below information and submit your application. Please login to the application again using your existing userID and password.

Volunteer Application:

<https://usa.afsglobal.org/volunteer>

UserID: {UserName}

Password: {Password}

Missing Information: (staff customize)

Warm Regards,
AFS-USA Volunteer Development Team

Email sent to local volunteers with the Volunteer Registration Interview needed email affiliation

Description:

Trigger: Send an email to volunteers when click Request Interview button

Dear Local AFS Volunteer,

The following person in your area has submitted an online application to volunteer with AFS-USA and requires an interview:
{FullName}

Please contact the above person to schedule and complete their interview. Their application and interview form can be found in Global Link:
<https://usa.afsglobal.org>

If you have any questions, please contact Volunteer Registration at vol.reg@afs.org.

Thank you,
AFS-USA Volunteer Development Team

Welcome back email to re-registering volunteers

Description:

This is a welcome letter that goes out to registered volunteers welcoming them and sharing web links and other resources.
Trigger=vol reg status move from 'Reregistering-Pending' to 'Registered'

Dear {CustomerName},

Thank you for completing the AFS-USA Volunteer Re-registration process! We are delighted that you have chosen to continue as an AFS-USA Volunteer, participating in a worldwide network that supports the AFS mission and programs.

If you require documentation to confirm that you are a registered AFS-USA volunteer, please create and print your AFS volunteer business cards at http://www.afswiki.org/index.php/Business_cards.

We appreciate your time and skills and thank you for helping us in promoting peace one person at a time!

Warm Regards,
AFS-USA Volunteer Development Team

Welcome email to newly registered volunteer

Description:

This is a welcome letter that goes out to registered volunteers welcoming them and sharing web links and other resources.
Trigger=vol reg status move from 'Applicant-Pending' to 'Registered'

Dear {CustomerName},

Thank you for completing the AFS-USA Volunteer Registration process! As a new AFS-USA volunteer, we are delighted to welcome you as a part of a worldwide network that supports the AFS mission and programs.

The volunteer welcome packet serves as a brief introduction to AFS-USA and is located on the AFS Wiki. Please click on the following link to access the AFS Volunteer Welcome Packet:

http://www.afswiki.org/index.php/Welcome_Packet_for_New_Volunteers

The AFS Wiki <www.afswiki.org> serves as a library of resources for AFS volunteers and staff. Most of the information on the AFS Wiki is open to volunteers without a password. However, access to some information is restricted and requires a password that can be obtained by following the instructions on the page at this link:

http://www.afswiki.org/index.php/AFSWiki_Request_New_User_Process

The other online computer system used by AFS volunteers and staff is AFS Global Link. Global Link maintains a database of all volunteers, staff and students associated with AFS. The system also provides access to online training tools under the Resources tab. It also houses the monthly contact reports required of our Liaisons in our support system. Please use the link and login information below to access the Global Link database.

<https://usa.afsglobal.org>

If you require documentation to confirm that you are a registered AFS-USA volunteer, please create and print your AFS volunteer business cards at http://www.afswiki.org/index.php/Business_cards.

We appreciate your time and skills and thank you for helping us in promoting peace one person at a time!

Warm Regards,
AFS-USA Volunteer Development Team

Local Volunteer Notified of newly registered volunteer

Description:

New Registered Volunteer in Your Area – this goes out to staff and volunteers (based on affiliation and zip code/AT assignment) letting them know that someone in their org unit has just completed registration. Trigger=vol reg status set to 'registered')

Dear AFS Volunteer,

The volunteer listed below just recently completed their AFS-USA volunteer registration or re-registration.

Full Name: {VolunteerName}

Contact Info:
{ContactInfo}

Main Org: {MainOrg}

You can also search in the 'Person' section of Global Link to find {VolunteerName}'s contact information. Please click on the volunteer's service case and then click on the interview form to learn more about his/her interests, time available and volunteer experience.

If you have questions direct them to vol.reg@afs.org.

Warm Regards,
Volunteer Development Team

Email to volunteer that we are closing their file (if they are in re-registering pending or registered)

Dear {CustomerName},

Your AFS-USA Volunteer Registration has expired and this email is to notify you that we are closing your volunteer file. If you wish to re-register as an AFS Volunteer, please contact Volunteer Registration via email at vol.reg@afs.org.

We appreciate the time and talents you have given to AFS-USA and wish you all the best.

Warm Regards,
AFS-USA Volunteer Development Team