

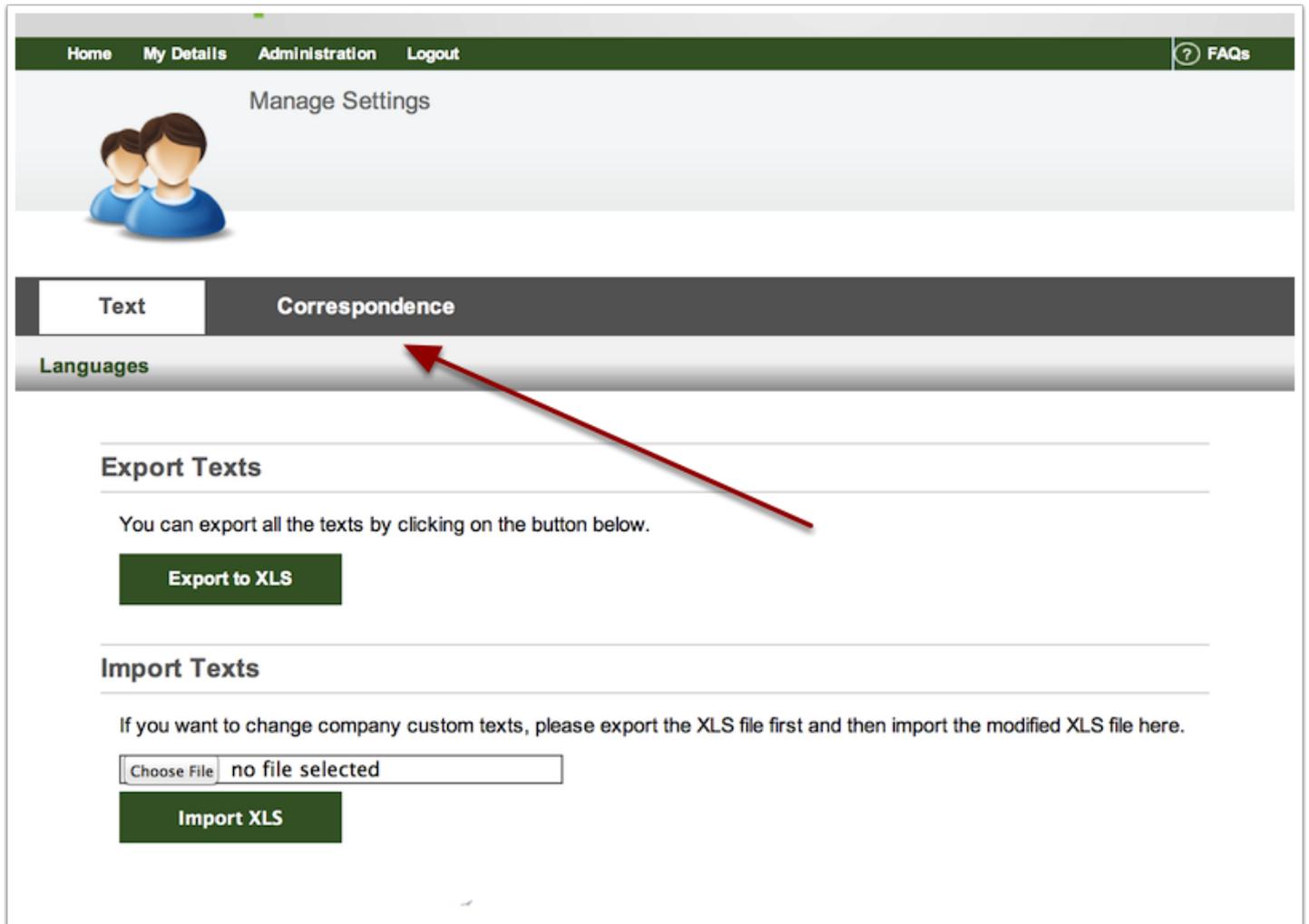
## Home -> General Settings

From the "Home" page, select the "Administration" tab and click on "General Settings".

The screenshot displays the PROFITS4PURPOSE website interface. At the top left is the logo, a green circular arrow with a city skyline, and the text "PROFITS4PURPOSE". To the right of the logo is the tagline "Simple. Relational. Innovative." Below the logo is a navigation bar with tabs: "Home", "My Details", "Administration", and "Logout". A "FAQs" link is located on the right side of the navigation bar. The "Administration" tab is selected, and a dropdown menu is open, listing the following options: "Activity Reports", "Users", "Events", "Event Reports", "Donations", "Non-Profits", "Company Goals", "General Settings", and "Reminders". A red arrow points to the "General Settings" option. The main content area features a large introductory text: "for visiting our employee volunteer platform. Here you will find tools to help you erence in your community! Use this site to log volunteer hours, learn about new and find out how we're working together to support of community." Below this text are six main content blocks, each with a title and an icon: "Company" (with a person icon), "Search Non-Profit Profiles" (with a handshake icon), "Volunteer Opportunities" (with a calendar icon showing APR 21), "Track Volunteer Hours" (with a clock icon), "Financial Donations" (with a dollar bill and coins icon), and "Our Stories" (with a target icon).

## General Settings -> Correspondence

Select the "Correspondence" tab.



The screenshot displays a web application interface for managing settings. At the top, a navigation bar includes links for Home, My Details, Administration, and Logout, along with a FAQ icon. Below this is a header section titled 'Manage Settings' with an icon of two people. A dark grey tab bar contains two options: 'Text' and 'Correspondence', with 'Correspondence' being the active tab. A red arrow points to the 'Correspondence' tab. Below the tabs, there is a 'Languages' section. The main content area is divided into two sections: 'Export Texts' and 'Import Texts'. The 'Export Texts' section includes a text instruction and a green 'Export to XLS' button. The 'Import Texts' section includes a text instruction, a file selection input field showing 'no file selected', and a green 'Import XLS' button.

## Find RSVP Email Template

From your choices of email templates, be sure to pick the one titled Event RSVP Confirmation.

The screenshot shows a web application interface for managing email templates. At the top, there is a navigation bar with links for Home, My Details, Administration, Logout, and a help icon with 'FAQs'. Below this is a 'Manage Settings' section with a user icon. A secondary navigation bar has 'Text' and 'Correspondence' tabs. The main content area is titled 'Email Templates' and contains a table with the following data:

ID	GROUP ^	SUB-GROUP ^	TEMPLATE NAME ^
1	Users		New User Welcome
2	Users		Admin Password Reset
3	Users		Confirmation of Public User Registration
4	Users		Forgot Password
5	Events	Company	Event RSVP Confirmation
6	Blog		New Post Notification for Moderator
7	Donation Requests		Need More Information
8	Donation Requests		New Donation Requests
9	Donation Requests		Status Change: Request Approved
10	Donation Requests		Status Change: Request Denied

At the bottom of the table, there is a pagination control showing 'Go to: 1 Show rows: 1-10 of 23' and a dropdown menu set to '10'.

## Editing the RSVP Email

From here, the admin can customize the RSVP Email to his or her liking. Be sure to use the Available Variables in the emails, that way certain users will get information that is important to them.

"Description" lists the description of the templated email just for the admin to see.

"Subject" for the subject of you email.

"From Name" for the name you want to them to see the email from.

"Reply To" for the email address that responses should be sent to.

You will find variables along the right to include in your templated email text.

Finally, do not forget to save your new, customized RSVP Email.

Close

Description

This email is sent to a user after they have RSVP'd for an event. The event contact is always included as a recipient on the email.

Subject: \*

RSVP confirmation for ::event\_name

From Name :

Reply To :

Add CC or BCC ▾

Pop-up Email Template ?

Yes  No

Body: \*

Thank you for registering to help with ::event\_name. The event is scheduled for ::event\_date. Expect to hear from the event contact person, ::event\_contact\_name, a few days prior to the event. If you have any questions please reach out to ::event\_contact\_name via phone at ::event\_contact\_phone or email at ::event\_contact\_email. Thank you again for helping, The Profits4Purpose Team

Path: p Words:56

✓ Saved

✗ Cancel

Restore Default Template

**Available Variables**

*These variables may be used in the Subject and Body fields..*

- ::event\_name**  
Inserts the name of the event.
- ::event\_date**  
Inserts the date (or date range) of. the event
- ::event\_contact\_name**  
Inserts the event contact's name.
- ::event\_contact\_phone**  
Inserts the event contact's phone number.
- ::event\_contact\_email**  
Inserts the event contact's email address.
- ::nonprofit\_name**  
Inserts the non-profit's name.
- ::rsvp\_contact**  
Inserts your name field from rsvp form.