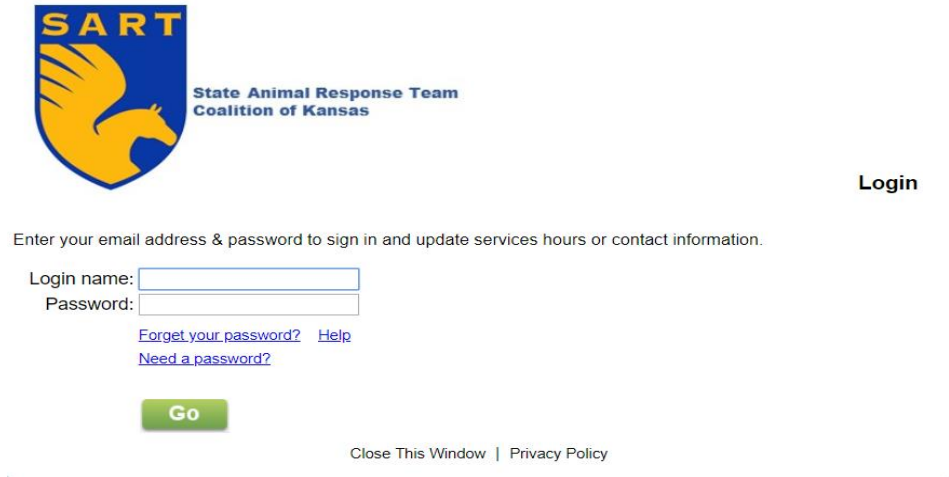


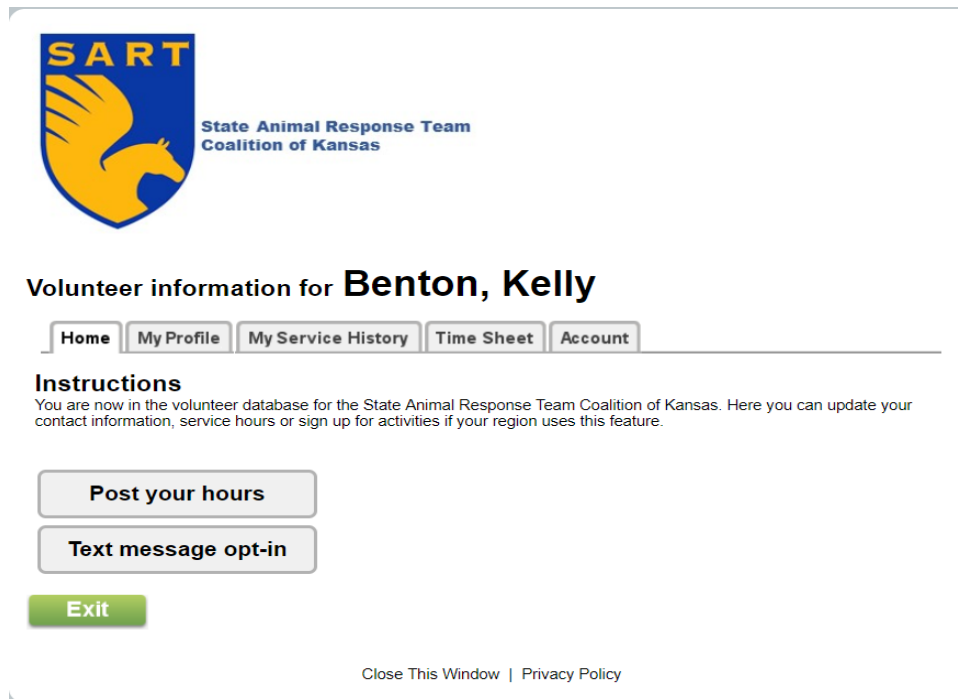
Volunteer Communication Options

1. Go to www.kssart.org/volunteer-tools/
 - a. Select UPDATE MY Service Hours & Contact Info to locate the screen below
 - b. Enter your login name (your email address) & your password (click for password help if needed)



The screenshot shows the SART login page. At the top left is the SART logo (a yellow bird holding a horse head) and the text "SART State Animal Response Team Coalition of Kansas". To the right is a "Login" button. Below the logo is a text prompt: "Enter your email address & password to sign in and update services hours or contact information." There are two input fields: "Login name:" and "Password:". Below the password field are two links: "Forget your password?" and "Need a password?". A green "Go" button is centered below the fields. At the bottom right, there are links for "Close This Window" and "Privacy Policy".

2. On the Home tab (see screen below)
 - a. Select TEXT MESSAGE OPT-IN



The screenshot shows the SART volunteer profile page for "Benton, Kelly". At the top left is the SART logo and the text "SART State Animal Response Team Coalition of Kansas". Below the logo is the heading "Volunteer information for Benton, Kelly". There is a navigation bar with five tabs: "Home", "My Profile", "My Service History", "Time Sheet", and "Account". The "Home" tab is selected. Below the navigation bar is the "Instructions" section, which states: "You are now in the volunteer database for the State Animal Response Team Coalition of Kansas. Here you can update your contact information, service hours or sign up for activities if your region uses this feature." There are three buttons: "Post your hours", "Text message opt-in", and "Exit". At the bottom right, there are links for "Close This Window" and "Privacy Policy".



Volunteer Communication Options

3. On the ACCOUNT TAB

a. Automated messages

- i. Select EMAIL (Schedule reminders and Checklist reminders)

b. Custom Messages

- i. Select *EMAIL* for *NEW Volunteer Orientation, Volunteer Communications and Disaster Response Partners*

ii. SELECT EMAIL WITH TEXT NOTIFICATION for DEPLOYMENT NOTICE (THIS IS HOW YOU ARE NOTIFIED FOR DISASTER RESPONSE!)

iii. CLICK SAVE!!!!!!

Opt-out of text messages (SMS)? You are currently opted-in.

1. How do you prefer to receive these types of messages?

Automated Messages

Email	Text Message	None	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Schedule reminders NOT currently used!
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Checklist reminders This email will be sent to you ONLY when you have a training requirement nearing expiration.

Custom Messages

Email	Email with Text Notification	None	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	NEW Volunteer Orientation One-time email to set up an orientation for you as a new volunteer. Please select EMAIL.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Volunteer Communications Used for standard communications to all volunteers. Please select EMAIL.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Disaster Response Partners NOT currently used!
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	DEPLOYMENT NOTICE CRITICAL, please select EMAIL WITH TEXT NOTIFICATION! Used for deployment notification!

2. When would you like to receive *automated* messages, such as schedule reminders?

Between these hours: and

Your time zone: