

Volunteer Connection: Tip Sheet for Users

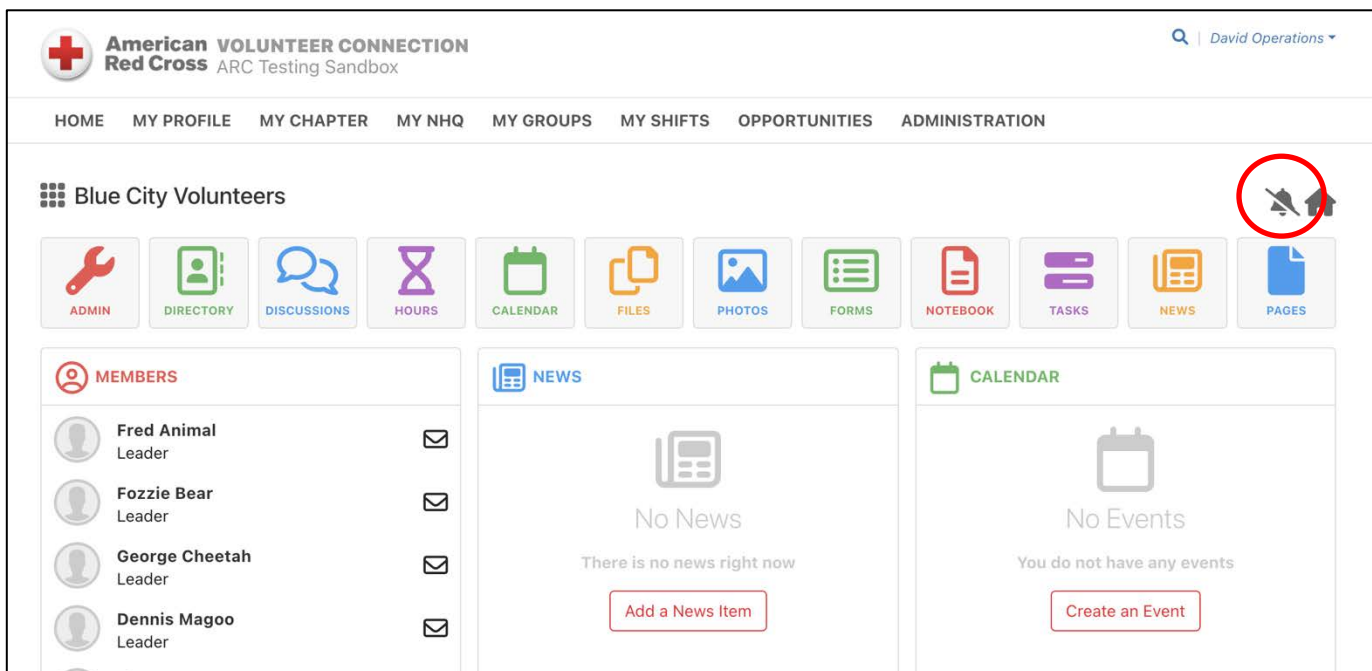
GroupShares: Nightly Notifications

GroupShares are mini-web sites within Volunteer Connection that are accessed by the members of a designated group of volunteers, such as a region's Disaster Action Team members or all the volunteers who are associated with a particular chapter. GroupShares provide group members and their leaders a ready way to communicate with one another and to coordinate their activities.

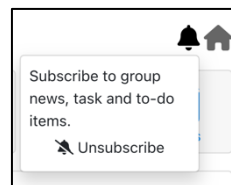
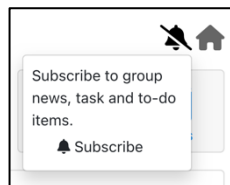
GroupShare members can subscribe or unsubscribe to nightly email notifications that includes changes or additions to **News, Photos** and **Task**. These nightly notifications consolidate all changes for all GroupShares into a single email. Emails are sent to your primary email address on your profile.

Enable Notifications for News, Tasks, and To-Do Items

The status of **Notifications** for **News, Photos** and **Tasks** is indicated by the bell icon near the upper right corner of the GroupShare Home page. If the bell has a line through it (as shown below), **Notifications** are turned off. If there is no line through the bell, **Notifications** are turned on.



To change the **Notifications** status, click on the Bell icon and select the alternate setting:



Additional Resources

Resource Library in Volunteer Connection ([link](#)): Select category/filter from left menu.