About Variables

Notes · https://ivolunteer.com/support-docs/about-variables/

Variables allow you to use data entered into the system in emails and screen messages. A variable when used MUST be surrounded by the variable brackets. I.e. [EMAIL_FROM] is is a valid variable while EMAIL_FROM is not. To ensure correct formatting, use the Insert Variables dropdown list in the rich text editor.

Note that not all variables will be available for every screen message or email. Please see the help for the field in question for a list of variables applicable for a particular field. Using a variable that is undefined for a field will output the raw form of the variable. E.g. "[SOME_VARIABLE]" instead of the desired result.

All Variables:

[AVAILABLE_SLOTS] – Current number of open or available slots on a volunteer signup sheet

[EMAIL_FROM] – This is the address that an email is being sent from. The email from will be of the form *organizationuniqeid.**eventuniqueid**@ivolunteer.com*

[EVENT_CONTACT_EMAIL] – Contact email address defined for the event on the Details tab.

[EVENT_CONTACT_NAME] – Contact name defined for the event on the Details tab.

[EVENT_CONTACT_PHONE] – Contact phone number defined for the event on the Details tab.

[EVENT_DESCRIPTION] – Short description defined for the event on the Details tab.
[EVENT_END_DATE] – End date for the event defined on the Details tab. **[EVENT_NAME] -** Event name defined for the event on the Details tab. **[EVENT_SCHEDULING_START_DATE] – T**he date people can start signing up for the event.

[**EVENT_SCHEDULING_END_DATE] –** The date people can no longer sign up for the event

[EVENT_START_DATE] – The date the event begins, defined on the Details tab.

[EVENT_URL] – The URL or web address of the event signup sheet. E.g. http://*organizationid*.ivolunteer.com/**eventid** where *organizationid* is your organization's Unique ID and **eventid** is the event signup sheet's unique ID, which you can change on the Details tab of the event.

[EVENT_WEBSITE] – The website of the event, if you have one that is separate from the signup sheet. Can be a Facebook page, or a school's webpage, etc., defined on the Details tab.

[ORGANIZATION_ADDRESS_CITY] – The city defined for the organization on the Organization menu Details tab.

[ORGANIZATION_ADDRESS_COUNTRY] – The country defined for the organization.

[ORGANIZATION_ADDRESS_PHONE] – The phone number defined for the organization's Primary Administrator or Contact.

[ORGANIZATION_ADDRESS_POSTALCODE] – Zip/Postal Code defined for the organization on the Organization menu Details tab.

[ORGANIZATION_ADDRESS_STATE] – State/Province defined for the organization.

[ORGANIZATION_ADDRESS_STREETADDRESS] – Street Address defined for the organization on the Organization Menu, Details tab.

[ORGANIZATION_NAME] – The name of the Organization as defined on the Organization Menu, Details tab.

[ORGANIZATION_PRIMARY_ADMINISTRATOR_EMAIL] – Primary Contact Email defined on the Organization menu Details tab.

[ORGANIZATION_PRIMARY_ADMINISTRATOR_NAME] – Name of the Primary Contact defined for the organization on the Organization menu Details tab.

[ORGANIZATION_URL] – The URL or web address of the organization'sivolunteer.com home page. E.g. http://orgid.ivolunteer.com/ where orgid is your organization's Unique ID.

[ORGANIZATION_WEBSITE] – Website defined for the organization. This can be a Facebook page, a school website, etc.

[PARTICIPANT_EMAIL] – Email address the volunteer used to sign up for the slot.
[PARTICIPANT_FIRST_NAME] – First name of the participant/volunteer.

[PARTICIPANT_LAST_NAME] – Last name of the participant/volunteer. **[PARTICIPANT_NAME] –** Combined First and Last name of the participant/volunteer. **[PARTICIPANT_TITLE]** – Participant title is defined in the Settings tab of the Event.

[PARTICIPANT_URL] – System generated URL or web address for the participant to confirm slots and manage their commitments.

[SCHEDULE] – The present tense defined in Terminology. E.g. If the selection for Terminology is “Volunteer, Volunteered, Volunteering,” then [SCHEDULE] will show up as “Volunteer”. Terminology is found in the Settings of the event.

[SCHEDULED] – The past tense defined in Terminology. E.g. If the selection for Terminology is “Volunteer, Volunteered, Volunteering,” then [SCHEDULED] will show up as “Volunteered”.

[SCHEDULING] – The progressive/continuous tense defined in Terminology. E.g. if the selection for Terminology is “Volunteer, Volunteered, Volunteering,” then [SCHEDULING] will show up as “Volunteering”.

[SLOT_SIGN_IN_QR_CODE] – a QR code to be included in confirmation emails when Track Attendance is enabled and you are using the phone-friendly Sign-In Application (Premium). The QR code will be available if "Sign-in by Scanning QR Codes" is checked in the Settings under Event Details & Actions > Sign-In. Be sure to check that box before volunteers start signing up.

[SLOT] – Description of a selected slot position. The description is built from combined information from the column and row headers. See more in the section on the Signup Sheet Design Tab for changing the Column/Row headers.

[SLOT_CUSTOM_VALUES] – A list of all the custom values entered for a slot in response to Custom Prompts. For example, if you had a dropdown menu custom prompt for volunteers to choose their t-shirt size, the volunteer's answer would show up with this variable.

[SLOT_LIST] – A simple list showing just the short slot descriptions for a participant. Only available for reminder emails.

[SLOT_LIST_WITH_TASK_DETAILS] – A list of slots grouped by task for a participant. This will include (if available) the Task Title, the Sub-Title of the task, the Date, Description, and any Detailed Instructions. This is only available for reminder emails.

[TASK_DATE] – The date for the task

[TASK_DESCRIPTION] – From the description field of the task.

[TASK_DATE_DETAILED_INSTRUCTIONS] – From the instructions fields of the task.

[TASK_SUB_TITLE] – From the sub-title field of the task.

[TASK_TITLE] – From the title field of the task