Review Your Event Settings

Quick Start Guide · https://ivolunteer.com/support-docs/review-your-event-settings/

The default settings in your chosen New Event Wizard template should work well for most sign up opportunities. However, there are a few settings that you may want to tweak after you click Finish. The settings below can be found under the **Event Details & Actions** and **Event Settings** sections of your selected event.

Event Details & Actions

1. **Info tab:** Review the Dates section to ensure your Event Start and End and Signup Start and End Dates are correct. Note that you can choose to make signup start and end relative to slot dates. This can be helpful in signup sheets that span a long period of time.
2. **Layout Tab**:
   - **Instructions at Top and Instructions at Bottom** – This is where you can give potential volunteers some extra information they might need before making a decision to volunteer. You can also provide different (e.g., shorter) top instructions for Mobile. Be sure to click the **Save** button to save your changes. You may then click on the **Preview** tab to see your signup sheet the way volunteers will see it.
   - **Task Display Options** – You can choose to display Task groupings in one of three layouts: tab, list, and dropdown. You can also hide Tasks when they fall into the past.
3. **Prompts Tab: Custom Prompts** – When a volunteer signs up, they are required to enter their email address and their first and last name. If you need to collect other information (e.g., a phone number, or a t-shirt size) from volunteers when they sign up, you can do that with Custom Prompts. Click the “Add” button to add any extra information that you need to collect. Note: Custom Prompts can have many options.

Event Settings

1. **Display Tab: Slot Taken Display Format** – This is how a volunteer's name will be displayed when they have signed up for a slot. Your options are

- **First Name** – shows the volunteer's first name only
- **Last Name** – shows the volunteer's last name only
- **Full Name** – shows the volunteer's full name
- **First Name Last Initial** – shows the volunteer's first name and last initial (e.g. John H.)
- **First Initial Last Name** – shows the volunteer's first initial and last name (e.g. J. Hancock)
- **Other** – shows the literal value of the Other field. If the Other value matches a label you defined in the Custom Prompts. In this case, then the value of the custom prompt will be used. E.g. if the value of Other is “Taken” and there is no custom prompt label that matches “Taken” the slot will display “Taken” when it is taken. If you entered “Nickname” in the Other field, and you defined a Custom Prompt labeled “Nickname” then the value entered for “Nickname” is used. For instance, if a volunteer put “Smitty” as their “Nickname” then “Smitty” will be displayed when the slot is taken.
- **None** – doesn't show anything when a slot is taken.

2. **Emails Tab: Notification Options** – By default, Event Administrators will receive an email when a volunteer confirms or cancels. You may want to change this to the Event Contact or turn it off altogether.
3. **Date/Time Tab** – verify your Time Zone and any other date and time settings.

When you have finished making changes, remember to save your work by clicking the “Save” button.



Note: The **Event Details & Actions** and **Event Settings** tabs offer many options that are not covered in this brief section. Go to the section on settings to learn more.