

Update Application Status to Ready to Volunteer

1. View that the volunteer completed their 301a onboarding task, or other tasks as needed. The application status updates automatically to "Onboarding" and the 301a task status shows "Complete".

The screenshot shows the 'Volunteers' section of a software interface. At the top, there are navigation tabs: Opportunity, Preview, Team Members, **Volunteers**, Create Onboarding Tasks, Assign Onboarding Task, Time Log, Chatter, Activity, History, QR Code, and Files. Below the tabs is a search bar with the text 'Update Application Statuses'. The main content area is divided into two sections. The first section, 'Applications (1)', shows a table with one row: Volunteer Type: Registered, Volunteer Name: Susan Lemon, Email Address: laura.cooke@accenturefederal.com, Total Hours: 0.00, Application Status: Onboarding, and Status Date. The second section, 'Volunteer Tasks', shows a table with one row: Name: Group Leader (301a), Primary Onboarding Task: Front Gate, Task Title: Front Gate, Status: Complete, and Volunteer Name: Susan Lemon. Both tables have a 'View All' link below them.

2. Click "Update Application Statuses" .

This screenshot is identical to the previous one, but with a red box highlighting the 'Update Application Statuses' button in the search bar area.

3. Select "Ready to Volunteer" from the drop down list.

Update Application Statuses

The screenshot shows a dropdown menu titled 'Status' with the text 'Select Status' and a downward arrow. The menu is open, showing a list of status options: Declined, **Ready to Volunteer** (highlighted with a red box), Service Complete, Submitted, Tentatively Accepted, and Waitlisted.

4. Select the checkbox next to the desired volunteer application you want to move to "Ready to Volunteer" then select "Save".

Update Application Statuses

Volunteers with incomplete volunteer tasks will not appear on this table.

Selected Status: Onboarding Complete **Total volunteers shown: 1**

<input checked="" type="checkbox"/> Volunteer Application	Volunteer Name ↑	Current Status
1 <input checked="" type="checkbox"/> View	Susan Lemon	Onboarding

5. Read the message and click "Ok" to apply your digital signature.
6. The volunteer Application Status is automatically updated to "Ready to Volunteer".

Applications (1)
1 item • Updated a few seconds ago

Volunteer Type	Volunteer Name	Email Address	Total Hours	Application Status
1 Registered	Baylee Bales-Woods	bayleegparkison@gmail.com	0.00	Ready to Volunteer

[View All](#)