How to Email Volunteers on Your Roster

Crew leaders can email participants on their project by selecting the “Email Volunteers” button at the top of the project page:

Once selected, an email form will appear, allowing them to select the recipients (Registered Volunteers, Waitlisted Volunteers, or All Volunteers).

Note: All recipients of your email will be Bcc’d, meaning they will not be able to see the other recipients. The crew leader will be CC’d, and replies (using Reply All) to the email will go directly to your inbox (not into PCTAConnect). This also means that the crew leader will receive a copy of the email that is sent.

*C Who should this email be sent to?

--None--

--None--
All Volunteers (Registered + Waitlist)
Registered Volunteers ONLY
Waitlist Volunteers ONLY

Crew leaders can then provide the subject, email body, and upload attachments if needed. Attachments can be uploaded using File Explorer (by selecting “Upload Files”), or can be dragged and dropped onto the form.

v. March 2022
*Who should this email be sent to?
Registered Volunteers ONLY

*Email Subject

*Email Body

Please upload any attachments

Upload Files Or drop files

Select “Send Email” to confirm and send.

Crew leaders can navigate to the “Project Files & Emails” tab to view the emails they have sent, and the files that have been attached.
Selecting an email will open it in a new page, showing the date, subject, and email that was sent:
Date Sent
2/17/2022

Subject
Email Sent to Registered Volunteers

Comments
Email Subject: Test alltest
Email Text:

The following email is being sent to you on behalf of your Crew Leader, Landon Contact, rega
test.