How to invite a volunteer to the BAO electronic form

Follow the link: https://forms.uoregon.edu/node/add/submission-request

Log in shibboleth using your UO Duck ID
Select the form "UO Risk Volunteer Agreement"
Complete the message invite with instructions

Thank you for your interest in volunteering with _______. Please follow the link provided to complete the online volunteer form.

You will need to enter the following information

Assigned Duties: (provide the volunteer information)

Total number of anticipated volunteer hours: (provide total hours based on fiscal year)

Supervisor name and email: (provide your name and email)

The electronic form will prompt you throughout the process and notify via email that the process has been completed. Please retain your confirmation email for your records.

Best,
Now add emails to invite to the form. You will need to select “Add another item” in order to invite multiple individuals to the same invitation.

Receiving the invitation
Users will receive an email to complete the form. The email does not retain your original formatting.

Greetings,
Thank you for your interest in volunteering with ______. Please follow the link provided to complete the online volunteer form. You will need to enter the following information: Assigned Dates (provide the volunteer information) Total number of anticipated volunteer hours (provide total hours based on fiscal year) Supervisor name and email (provide your name and email) The ecrson form will prompt you through the process and notify via email that the process has been completed. Please retain your confirmation email for your records. Best,

https://forms.oregon.edu/form/launch?code=ui-risk-volunteer-agreement?token=614558
Form name: UO Risk Volunteer Agreement
Link sent by: Lisa Taylor (lisa).
The volunteer will be asked to complete the following fields:
Form invite from lisat sent 02/18/2022 - 08:38

Selected Form: UO Risk Volunteer Agreement

Message:
Greetings,

Thank you for your interest in volunteering with _________. Please follow the link provided to complete the online volunteer form.

You will need to enter the following information

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The electronic form will prompt you through out the process and notify via email that the process has been completed. Please retain your confirmation email for your records.

Best,

Emails:
lisat@uoregon.edu

Comments

Form invites were sent
The form invites were sent.