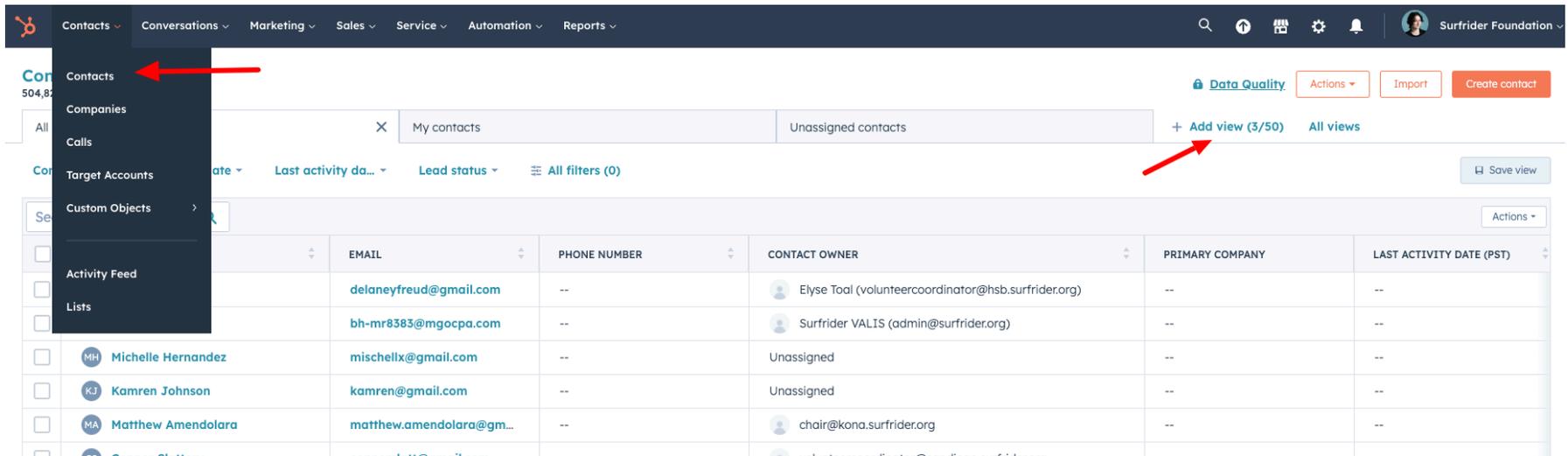


New Volunteer Sign Up Contact View

This new saved contact view replaces the volunteer interest notification emails when someone signs up from HQ or your chapters website.

As with other features, it will only show Contacts owned by the chapter. ([Data flow visual](#))

Step 1: Navigate to the Contacts screen, then click "Add View"



The screenshot shows the Salesforce interface for the 'Contacts' screen. The top navigation bar includes 'Contacts', 'Conversations', 'Marketing', 'Sales', 'Service', 'Automation', and 'Reports'. The left sidebar shows a menu with 'Contacts' highlighted by a red arrow. The main content area displays a table of contacts with columns for EMAIL, PHONE NUMBER, CONTACT OWNER, PRIMARY COMPANY, and LAST ACTIVITY DATE (PST). A red arrow points to the '+ Add view (3/50)' button in the top right corner of the table area.

	EMAIL	PHONE NUMBER	CONTACT OWNER	PRIMARY COMPANY	LAST ACTIVITY DATE (PST)
<input type="checkbox"/>	delaneyfreud@gmail.com	--	Elyse Toal (volunteercoordinator@hsb.surfrider.org)	--	--
<input type="checkbox"/>	bh-mr8383@mgocpa.com	--	Surfrider VALIS (admin@surfrider.org)	--	--
<input type="checkbox"/>	mischelx@gmail.com	--	Unassigned	--	--
<input type="checkbox"/>	kamren@gmail.com	--	Unassigned	--	--
<input type="checkbox"/>	matthew.amendolara@gm...	--	chair@kona.surfrider.org	--	--
<input type="checkbox"/>	christina@surfrider.org	--	christina@surfrider.org	--	--

Step 2: Search or scroll to find "Chapter - New Volunteer Sign Ups"

The screenshot shows the Salesforce Contacts interface. At the top, there are navigation tabs for Contacts, Conversations, Marketing, Sales, Service, Automation, and Reports. The main header displays "Contacts" with 504,820 records and buttons for Data Quality, Actions, Import, and Create contact. Below the header, there are tabs for "All contacts", "My contacts", and "Unassigned contacts". A search bar is present with the text "Search name, phone, email".

A dropdown menu is open, showing the following options:

- Chapter |
- Created by me
 - Chapter - New Volunteer Sign Ups
- Created by others
 - Chapter View
- Create new view

The table below the dropdown menu contains the following data:

NAME	EMAIL	PHONE NUMBER	CONTACT OWNER	ACTIVITY DATE (PST)
Delaney Freud	delaneyfreud@gmail.com	--	Elyse Toal (volunteercoordinator@hsb.surfrider.org)	--
Jeanne Pocras	bh-mr8383@mgocpa.com	--	Surfrider VALIS (admin@surfrider.org)	--
Michelle Hernandez	mischellx@gmail.com	--	Unassigned	--
Kamren Johnson	kamren@gmail.com	--	Unassigned	--
Matthew Amendolara	matthew.amendolara@gm...	--	chair@kona.surfrider.org	--
Connor Slattery	connorslatt@gmail.com	--	volunteercoordinator@sandiego.surfrider.org	--
Curry White	currywhite7@gmail.com	--	volunteercoordinator@maine.surfrider.org	--
William Smoak	wightmansmoak@gmail.co...	--	Zach Watkin (volunteercoordinator@charleston.surfrider...	--
Georgia DuBow	gdubow13@gmail.com	--	Kia Stora (volunteercoordinator@southoc.surfrider.org)	--
Adrian Rodriguez	223114@student.salinasuhs...	--	volunteercoordinator@monterey.surfrider.org	--
Noal Alsharbini	n.alsharbini@gmail.com	--	volunteercoordinator@southsound.surfrider.org	--
Lola Primmer	lprimmer@uoregon.edu	--	Volunteer Coordinator (volunteercoordinator@southbays...	--
Everett Gray	ewgray44@yahoo.com	--	Mitch McNeil (chair@chicago.surfrider.org)	--
patrick Embert	patrick.embert@icloud.com	--	Fran Buchness (volunteercoordinator@spacecoast.surfri...	--
Jenny Gonzalez	jennyngonzalez216@gmail...	--	Nicolas Barmak (volunteer@la.surfrider.org)	--

At the bottom of the page, there is a pagination bar showing "Prev 1 2 3 4 5 6 7 8 9 10 11 Next" and "100 per page". There are also "Beta" and "Help" buttons in the bottom left and right corners, respectively.

Step 3: Select the list and it will now show as a tab when you navigate to the Contacts screen in the future. If it is ever not there, you can repeat Steps 1 & 2 to add it again.

The screenshot shows a CRM interface with a dark navigation bar at the top containing various menu items like 'Contacts', 'Conversations', 'Marketing', 'Sales', 'Service', 'Automation', and 'Reports'. Below this, the main content area is titled 'Contacts' with '676 records'. There are several tabs: 'All contacts', 'My contacts', 'Unassigned contacts', and 'Chapter - New Volunteer Sign Ups'. A red arrow points to the 'Chapter - New Volunteer Sign Ups' tab. To the right of the tabs are buttons for 'Data Quality', 'Actions', 'Import', and 'Create contact'. Below the tabs, there are filter options for 'Contact owner', 'Create date', 'Last activity da...', and 'Lead status', along with 'All filters (4)' and 'Clear All'. A search bar is present with the text 'Search name, phone, em...'. The main part of the screen is a table with columns: 'NAME', 'EMAIL', 'CREATE DATE (PST)', and 'GOLDEN VOLUNTEER ID'. The table contains 15 rows of contact information. At the bottom, there is a pagination control showing 'Prev 1 2 3 4 5 6 7 Next' and '100 per page'. There are also 'Beta' and 'Help' buttons in the bottom left and right corners respectively.

	NAME	EMAIL	CREATE DATE (PST)	GOLDEN VOLUNTEER ID
<input type="checkbox"/>	DF Delaney Freud	delaneyfreud@gmail.com	Today at 2:15 PM	--
<input type="checkbox"/>	MA Matthew Amendolara	matthew.amendolara@gm...	Today at 1:18 PM	--
<input type="checkbox"/>	CS Connor Slattery	connorslatt@gmail.com	Today at 1:14 PM	--
<input type="checkbox"/>	WS William Smoak	wightmansmoak@gmail.co...	Today at 12:56 PM	--
<input type="checkbox"/>	GD Georgia DuBow	gdubow13@gmail.com	Today at 12:53 PM	--
<input type="checkbox"/>	AR Adrian Rodriguez	223114@student.salinasuhs...	Today at 12:53 PM	--
<input type="checkbox"/>	LP Lola Primmer	lprimer@uoregon.edu	Today at 12:24 PM	--
<input type="checkbox"/>	PE patrick Embert	patrick.embert@icloud.com	Today at 12:09 PM	--
<input type="checkbox"/>	JG Jenny Gonzalez	jennyngonzalez216@gmail...	Today at 11:57 AM	--
<input type="checkbox"/>	LM Lana Moody	lanalou.moody@gmail.com	Today at 8:24 AM	--
<input type="checkbox"/>	AB Avery Buskill	abuskill98@gmail.com	Today at 8:09 AM	--
<input type="checkbox"/>	WF will feregrino	will92mustang@yahoo.com	Today at 7:32 AM	--
<input type="checkbox"/>	MN Marina Nieves	trpmarinapr@gmail.com	Today at 7:05 AM	--
<input type="checkbox"/>	KL Kristen Llorca	kristen@miss-ink.com	Today at 7:05 AM	--
<input type="checkbox"/>	WB Wendy Bucciarelli	wab1972@comcast.net	Today at 6:31 AM	--