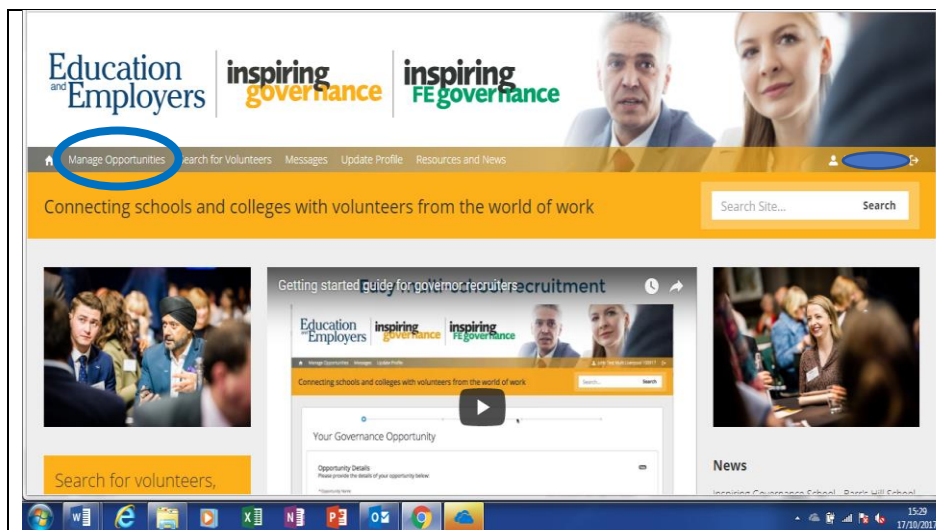
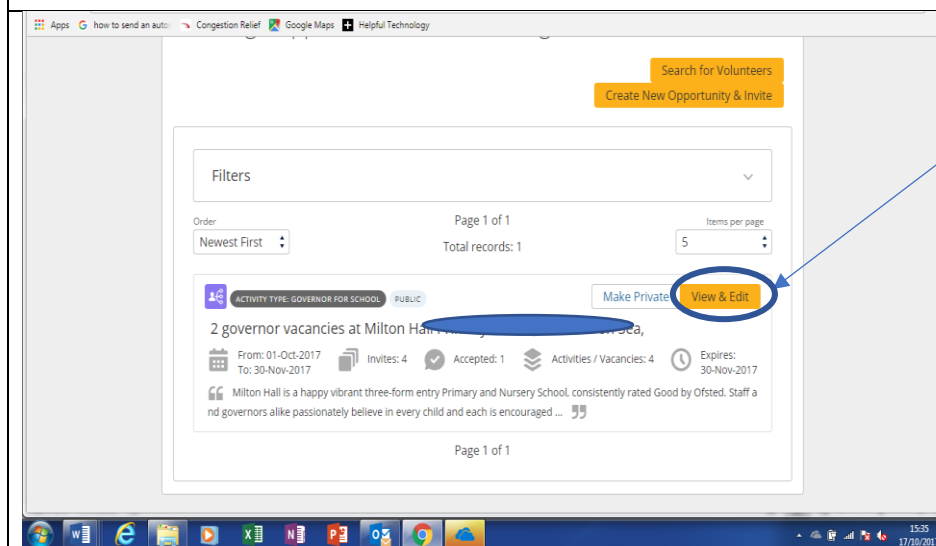


# User Guide: View and respond to messages

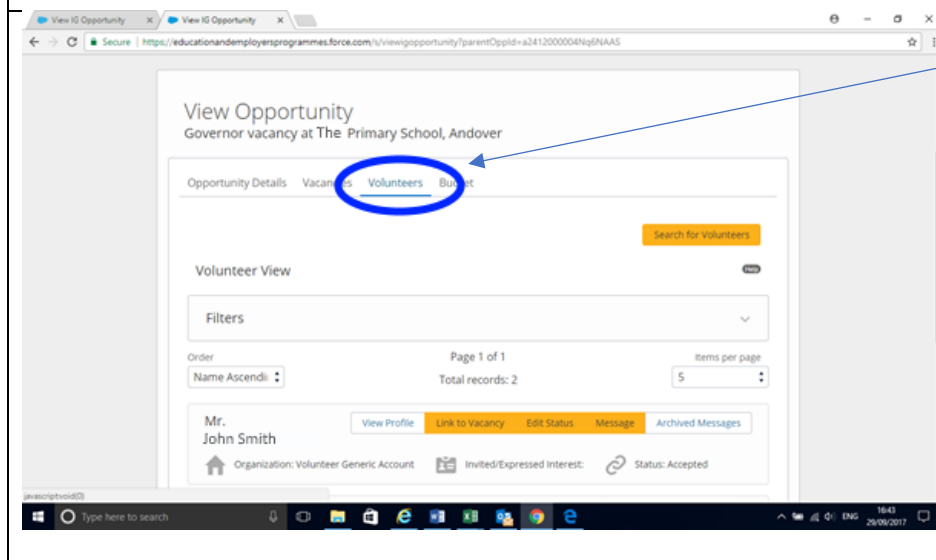
This guide shows you how to access and respond to messages from volunteers



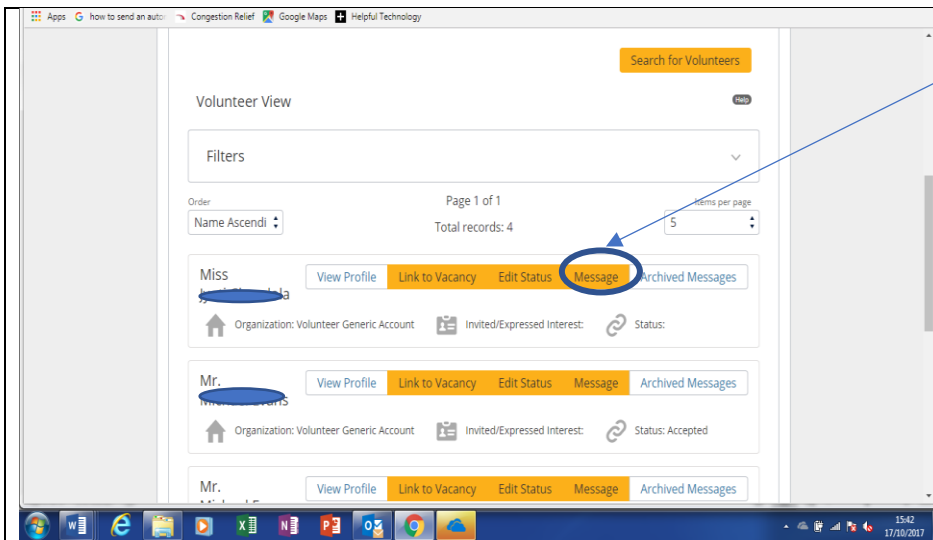
1) Once you have logged in, click on the **Manage Opportunities** button at the top of the page.



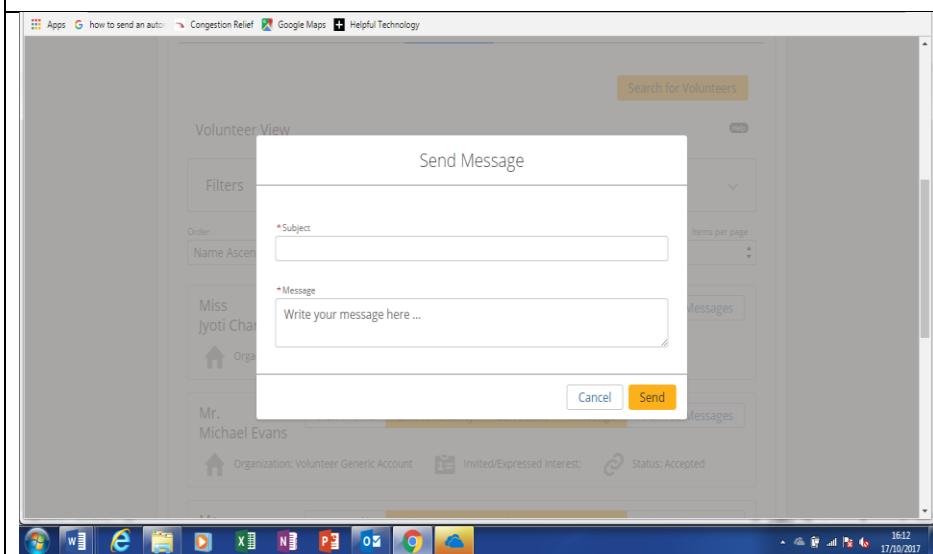
2) Once you click on the Manage Opportunities page (above), click on the **View & Edit** button of the specific invite you wish to view responses for.



3) Click on the **Volunteers** button underlined in blue.



4) You will then see a list of the volunteers you invited and their status ie. Whether they have accepted, declined or requested further information. Scroll down and click on **Messages**.



5) This box will appear. Write your message and click **Send**. Once you have done this, you will then be able to access your communications from **Messages** on the **Home** page.