

## How to turn email alerts off and on

Going on holiday or found a new job or volunteer gig? Turn your email alerts on or off with just a couple of mouse clicks. Here's how:

### Login from the Career Centre

The screenshot shows the CharityVillage.com website interface. At the top, there are logos for CharityVillage.com (with the tagline "Dream big. Make it happen."), ReStructure Non-Profit Consulting, and a dark blue banner for "Mergers, Collaborations and Integration Services". Below these are navigation tabs: Main, Advertise, Jobs, News/Events, Training, Suppliers, Volunteer/Donate, Resources/Library, Links to NPOs, and QuickGuides. A green bar at the bottom of the navigation contains "Main Street : Career Centre" and "Français | Help | Contact Us".

The main content area features a "Welcome to the Career Centre" message and a blue "Employers >>>" button. A light blue promotional box contains the text "More than 80,000 jobs posted so far." and "Let us help you on your hunt!". Inside this box, there are links for "Get job alerts by email", "Save listings", and "Save search criteria". A red box highlights the "Login" button, with a red arrow pointing to it from the left. Below the "Login" button is an orange "Register" button. To the left of the promotional box are two green buttons: "Quick Search" and "Browse".

Below the promotional box is a yellow section for "Featured Career Centre Advertisers:" with a search icon and a link for "more featured employers >".

The footer contains the CharityVillage.com logo and a list of links: "About CharityVillage", "Free Newsletter", "Media Centre", "Contact Us", "Terms and Conditions of Use", "Privacy Policy", and "© CharityVillage Ltd. All rights reserved."

From the Career Centre (or any page with a "Login" button), **click the "Login" button.**

# Login

[Main](#)[Advertise](#)[Jobs](#)[News/Events](#)[Training](#)[Suppliers](#)[Volunteer/Donate](#)[Resources/Library](#)[Links to NPOs](#)[QuickGuides](#)[Français](#) | [Help](#) | [Contact Us](#)

**Main Street : Login**

## Login

**Email:**

1

 Remember my email

**Password:**

2

3

### Registered on our old system?

Just enter your email address and your current CharityVillage.com password.

[Forgot Password?](#)

[Not Registered?](#)

[Register to advertise](#)


[Register for alerts](#)

1. Enter your email address.
2. Enter your password.
3. Click the "Login" button.














If you can't remember your password, click the "Forgot Password?" link.

## Turn Your Email Alerts Off or On

### Saved Searches and Email Alerts

**Email Alerts are:**  On  **Turn all off/on**  
 Off

**Alert Format:**  HTML  
 Plain Text

Type	Email Alert	Name	Results	Edit	Delete
JOB	<input checked="" type="checkbox"/>	ED jobs downtown Toronto			
VOLUNTEER	<input checked="" type="checkbox"/>	Friendly visiting  <b>Turn individual alert off/on</b>			
VOLUNTEER	<input type="checkbox"/>	Actual volunteer gigs			
EVENT	<input checked="" type="checkbox"/>	Dance events			

When you're logged into your Desk, scroll down to the "Saved Searches and Email Alerts" section.

**To turn all alerts on/off:** Click the "On" or "Off" button to change the status of all alerts.

**To turn individual alerts on/off:** Check or uncheck the box to the left of an individual alert.

That's all there is to it!

Still have questions about how to manage saved searches and email alerts? [Contact the HelpDesk](#). We're happy to lend a hand!