**Holiday Greetings**
VSys Anywhere Webinar – 2026

Holiday greetings are repeating messages to volunteers based off dates and delivered on the Kiosk – typically things like calendar holidays, volunteer birthdays or service anniversaries. They are made up of three parts:

- A holiday
- A letter template, of the "holiday" type.
- A holiday greeting rule – essentially the "mail merge" of the message and the "when"
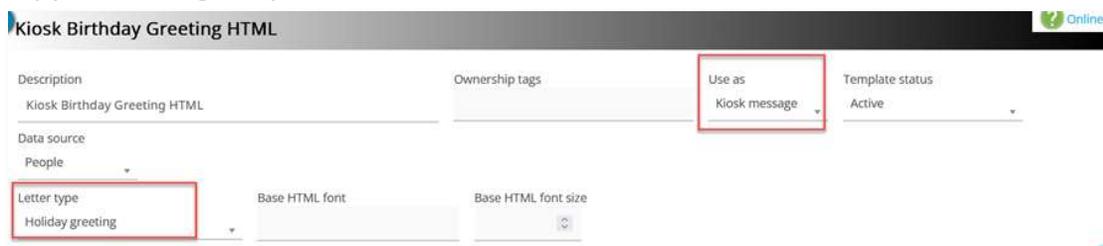
Holidays

You may already be using holidays in your job descriptions or on calendars, but the same list can power holiday greetings. Use either a built-in or set your own.
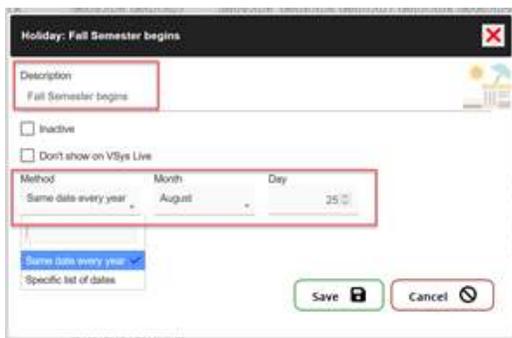
Tip: Start by verifying the holiday. If you need to make a new one, it will take 5-10 minutes to show up in your rules for the later steps.
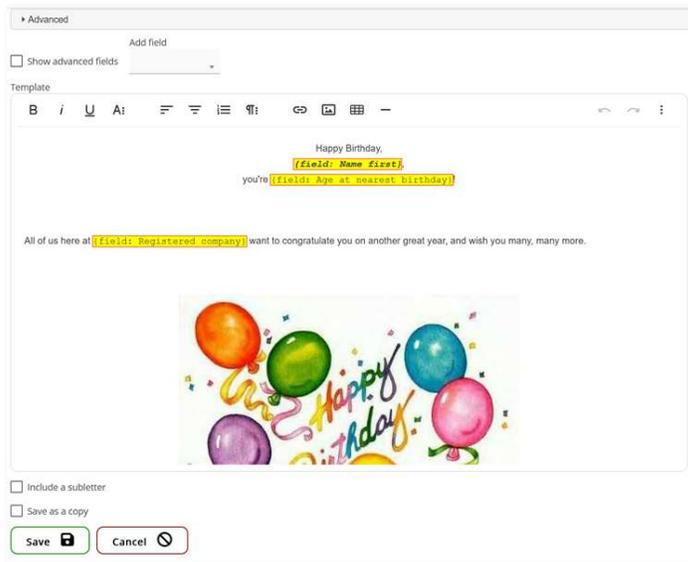
Letter Template

Copy an existing template or create a new one.

There are two required elements in the **Template Properties** for this to work:

- **Use as** (How is it being sent): *Kiosk message*
- **Letter type**: *Holiday Greeting*

Contents/Body -Add what you want the volunteer to see.

- **Data fields (in yellow):** bring in personalized information. Click **Add field** above the copy to select the field to be inserted. Click on the field that pops up and drag it into the letter body.

- **Image:** use the **Insert Image** link to add a graphic to your letter template.

Tip: "Sign" your message generically – "Our Volunteer Department", "Your colleagues at…" instead of personal names. Then you don't have to worry about these becoming dated with staff changes.

Holiday Greeting Rules
The rule is the "mail merge" of the message and the "when" (and if needed, the "who")
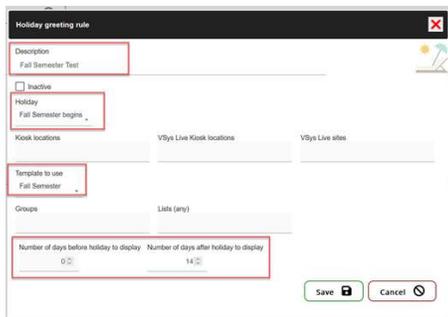
Testing tips:

Make sure the information in your testing profile matches your rule window. For example, if you're testing a birthday greeting, change your birthday to fit the display window you picked.

If you are logging in multiple times to view edits, delete the last letter from your profile to trigger the next one.