

# Accept and Decline Volunteers

You can accept or decline volunteer applicants. If you have enough volunteers, or if someone is not a good fit for a position, you can decline them via e-mail.

## To accept or decline an individual for an open position

1. On the **My Overview** page, under **My Opportunities**, click the opportunity.
2. Select the individual(s) you want to accept or reject.
3. Enter a message to send to the prospective volunteer(s) and click **Accept** or **Decline**.

## Related Topics

[Group Leader Guide](#)

[Locate Individuals in your Groups](#)

[View Information about Small Groups you Lead](#)

[Work with Outreach and Group Leader Connections](#)