

Editing the Volunteer Registration Form

Adding a T-shirt Question to the Volunteer Registration Form

1. Go to www.doitsports.com/client
2. Log in with your username and password.
3. Once logged in, type in event name and click the "Go" button to pull up the listing.
4. Click on "Volunteer" to access the Volunteer Module.
5. Select the "Defaults" sub tab. (Image Below)
6. In field labeled, "T-Shirt Values," type in t-shirt sizes/options. (Image Below)
 - a. Follow the values codes to specify the shirt sizes.
7. Specify whether or not the question is required.
8. Specify whether or not to include the question for general volunteers.
9. Save Changes

Granularity of Start/End Times:

Examples: fives:

 quarters:

 halves:

**Here you can set up the defaults for new jobs that are created.
These settings also apply to the general volunteer form.**

T-Shirt Values:

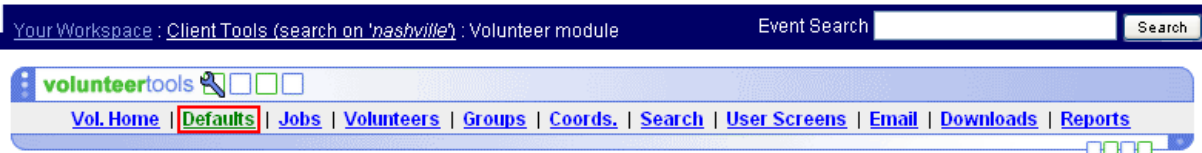
small^sm|medium^m|...

Required?: Yes No

Ask this question to general volunteers?

How to add a custom question to the Volunteer Registration Form

1. Go to www.doitsports.com/client
2. Log in with your username and password.
3. Once logged in, type in event name and click the "Go" button to pull up the listing.
4. Click on "Volunteer" to access the Volunteer Module.
5. Select the "Defaults" sub tab. (Image Below)



6. In field labeled, "Small String Label," type in question. (Image Below)
 - a. For a short answer question, leave the "Small String Values" field blank.
 - b. For a multiple choices, insert the following code into the Small String Values field: `disp0^value0|disp1^value1|`
 - i. For example: a YES/NO choice would be phrased as "Yes^Yes|No^No|"
7. Specify whether or not the question is required.
8. Specify whether or not to include the question for general volunteers.
9. Specify whether or not the update the question on all the existing jobs.
10. Save changes.

6 Small String 1 Label: Required? 7

 a Small String 1 Values:

 Ask this question to general volunteers? 8

 Update all existing jobs? 9

6 Small String 2 Label: Required?

 b Small String 2 Values: i

 Ask this question to general volunteers?

 Update all existing jobs?

Adding a Waiver

1. Go to www.doitsports.com/client
2. Log in with your username and password.
3. Once logged in, type in event name and click the "Go" button to pull up the listing.
4. Click on "Volunteer" to access the Volunteer Module.
5. Select the "Defaults" sub tab.
6. At the very bottom of the default screen, you should see the Waiver field.
7. Add the waiver text to the waiver field and save.