

Volunteer Module Help Document

Administrator Access & Abilities:

Is the main contact and is in charge of the entire volunteer module. Can create all jobs, set up groups, group leaders and assign coordinators to specific jobs. They can turn the module on and off. Administrators can use all the tools: run reports, download, email, enter in offlines, print information etc.

Volunteer Coordinators Access & Duties:

Head of certain jobs, they log in through a special URL that allows them to select their name from a list and enter in a password. Coordinators can only email, download, view & print information for the volunteers that have signed up for their jobs. They cannot change information and cannot enter in offlines.

Group Leaders Access & Duties:

Group leaders can come to the a special URL and set up their groups. They are in charge of answering a few questions about their group and selecting a password that the entire group will use when signing up and joining their group. Group leaders can select what job they want their group assigned to (or the Administrator can select the job for the group). Once a job is selected the group leader has the ability to enter in offline entries for his group only. They can also direct the rest of their group to come to a special URL that allows group members to select their group, enter in a password and then sign up to volunteer with their group.

How to Access Your Volunteer Module:

1. Log in at www.doitsports.com/client
2. Click "go" in upper right hand corner – this will show all the events the administrator has access to
 - a. Click "volunteers" link

Volunteer Coordinator Access:

1. Client creates coordinator
 - a. Go to coordinator tab
 - b. Set up email & password

- c. *if set up from back end no email is sent to the coordinator with the information - info must be manually passed on by client to coordinator
2. How Coordinator Accesses module/reports
 - a. Go to "user screen" tab
 - b. Click "coordinator access" link
 - i. Send out this link or post on website so coordinators can log in with user account
 - c. Coordinator goes to link and finds name in pull down bar
 - i. Coordinator enters in password and can then access appropriate reports

How to Set Up New Jobs:

1. Log in at www.doitsports.com/client
2. Search for event in upper right hand corner
 - b. Click go
3. Find event
 - a. Click "volunteer" link
4. Click on "jobs" tab
5. Click on specific job that you want to copy
 - a. Click "add time slot" link on left side
 1. This will copy over job information and then you can adjust times for this new job

How Groups are Set Up:

1. Group Leader should set up group himself
 - a. Go to special URL to set up group
 - b. Leader answers a few questions and selects a password for his group
 - i. Once complete an email will be sent to leader telling them how they can log back in and access their group information
 - c. Leader then can select his group's job
 - d. Once job selected leader can enter in offline volunteers for his group
 - e. Group members can then come to a special URL to sign up to volunteer with they group – they will need the group password to do so
2. Group Leaders can be set up by the Administrator on the back end
 - a. Go to "groups" tab
 - b. Go to the specific group's name and click "edit"
 - c. Click "assign new group leader" link
 - d. Enter in email & name of group leader
 - i. A user account will be created for leader that is email & password = "changeme"
 - ii. Administrator can either change password for Group Leader or Group Leader can log in later and do it
 - iii. Group Leader will have to log in at www.doitsports.com/pvt to change password

To Change Group Leader:

1. Go to "groups" tab
 - a. Click on group name
 - i. Click "edit"
 - b. Assign new group leader
 - i. If creating new account enter first & last name

How to Enter in Offline Volunteers:

1. Go to "job" tab
2. Locate the specific job
3. Click on the "filled" link for that job
4. Add offline information

How to Download Your Volunteer Information:

1. Log in & access your module
2. Go to download tab
3. You can select to download all jobs/time slots or you can pick and chose
 - a. Check box the jobs/times slots you want to include in your download
4. Scroll down to the bottom of the page and click the "download selected" button
5. Select the Fields You Need
 - a. Scroll down to the bottom of the page and click the "download" button
6. Your information will be opened into a .CSV file

How to Email from the Module:

1. Go to the "email" tab
2. Select the sections you want to email
 - a. You can click on the links at the top to filter who your recipients are
3. Enter valid email address in the "from" slot
4. Enter Message

To Flag A Volunteer Who Did Not Complete Assignment:

1. Go to "volunteers" tab
2. Click on name of volunteer
 - a. Scroll down to bottom of page and checkbox "did not complete assignment" this information will be included in your download.