

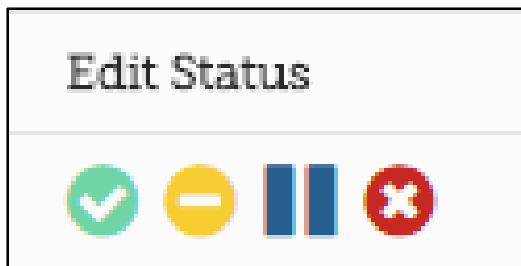


How to manage volunteers


View and Manage

Use this process to:

- Approve individuals to volunteer
- Change approval status for a volunteer
- See who is signed up for each opportunity/shift



When a Volunteer Expresses Interest






Cafeteria Champion

Campus Engagement

Your presence in the cafeteria can help students to learn and practice life-skills, safety, sanitation, and socialization during their lunch periods. [Learn More](#)

Anytown, TX
[Washington Elementary School](#) | [★ Save For Later](#)

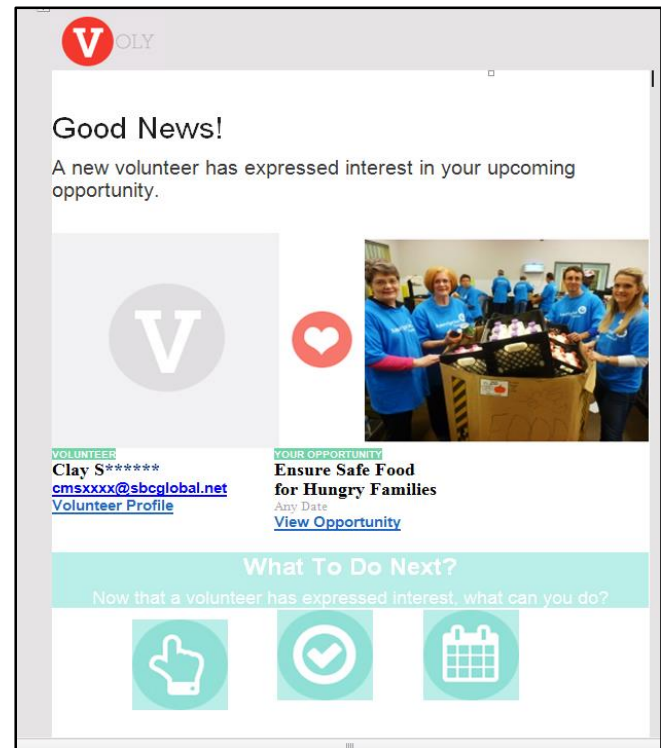
Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018
[Click Here For Dates](#)

 Aug 27, 2018  1 Hour  6 Needed

[I Want To Help!](#)

You get an Email

- VOLY will send an email with the volunteer's name, phone number and email address to the designated opportunity contact
- **Please note:** To receive these emails the Opportunity Contact must have an activated VOLY account and confirmed password
- If the assigned contact leaves your school, you must assign a new contact to continue to receive notifications



Auto Approval

If you set up your opportunity to Auto Approve Volunteers:

- As soon as the volunteer expresses interest, they will be automatically notified that they are approved to volunteer
- You do not need to take any further action
- VOLY will remind the volunteer of this opportunity

Fun Fact:

You can save time by auto approving volunteers for routine tasks.

How will your volunteers be approved?



Auto Approve Volunteer

I want all volunteers to automatically be approved for this opportunity.



Must Approve Volunteer



I want to approve all volunteers for this opportunity.

Must Approve Volunteer

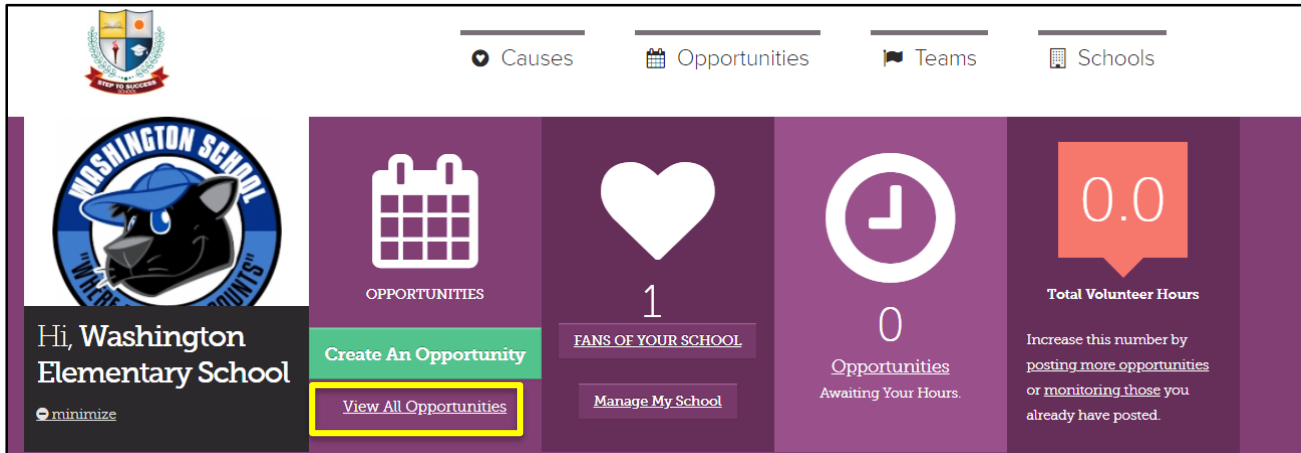
If you set up the opportunity as 'Must Approve Volunteer'

- Until you take action to manage the volunteer, VOLY will indicate they 'need attention'
- The volunteer will not be notified to volunteer until you approve them

How will your volunteers be approved?

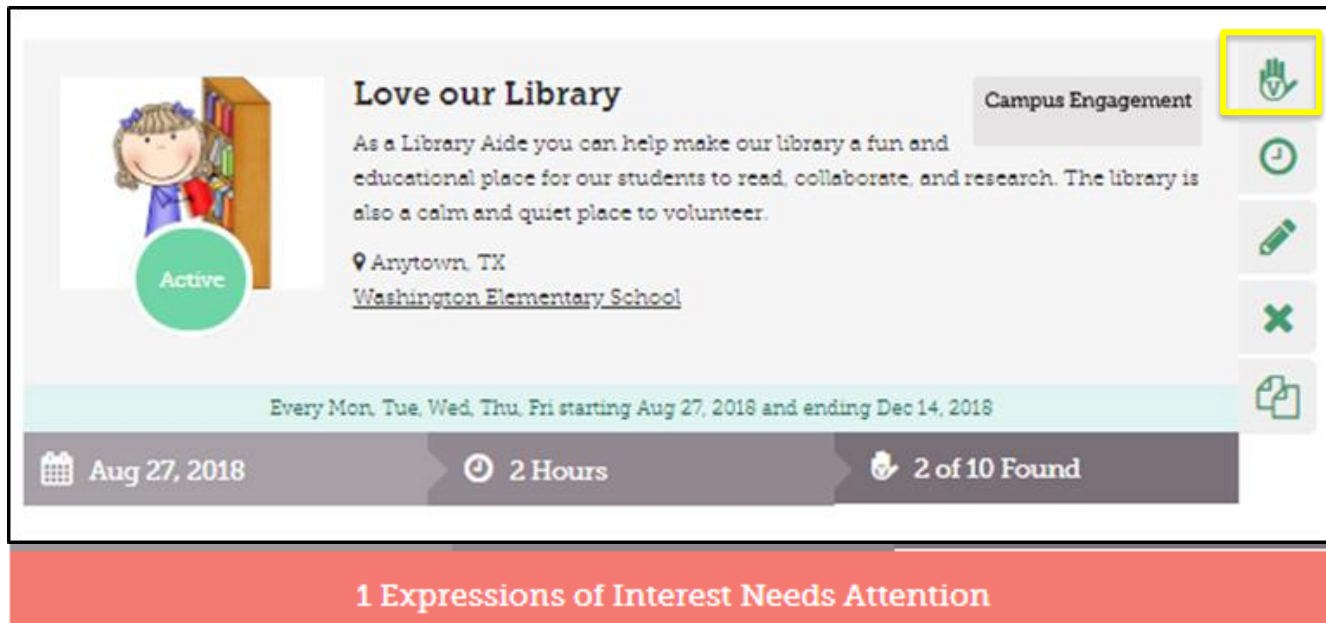
 Auto Approve Volunteer I want all volunteers to automatically be approved for this opportunity.	 Must Approve Volunteer I want to approve all volunteers for this opportunity.
---	--

To View & Manage Volunteers



- Select 'View All Opportunities' on your school dashboard

To View & Manage Volunteers



The screenshot shows a volunteer opportunity card for "Love our Library". On the left is a cartoon illustration of a girl in a library with a green "Active" badge. The title "Love our Library" is in bold. Below it is a description: "As a Library Aide you can help make our library a fun and educational place for our students to read, collaborate, and research. The library is also a calm and quiet place to volunteer." The location is "Anytown, TX" and "Washington Elementary School". A light blue bar indicates the schedule: "Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018". A dark grey bar at the bottom shows a calendar icon, "Aug 27, 2018", a clock icon, "2 Hours", and a person icon, "2 of 10 Found". On the right side of the card, there is a vertical toolbar with icons: a hand with a checkmark (highlighted in a yellow box), a clock, a pencil, a close 'X' button, and a document icon. A red banner at the bottom of the card reads "1 Expressions of Interest Needs Attention".

- Click “Manage Volunteers” (hand icon) on the opportunity which requires attention

To View Volunteers

- A calendar lets you view and manage volunteers for each opportunity you post
- Filters allow you view slots for all volunteers or for any interested volunteer chosen from the drop down list

Manage Volunteers

Only Show Slots for: voly webmaster











Select All Shifts for: All

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 3:30p - 4:30p	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12 3:30p - 4:30p	13	14	15

- When you select an individual volunteer, you also have the option to choose to look at a specific shift for that volunteer
- Use the arrows to toggle between months
- Color coding helps you quickly see each volunteer's status and identify those that need attention. You can hover over any colored bar and a pop-up will indicate the status for that shift.
- If no one has signed up for a shift the calendar will be blank

To View & Manage Volunteers

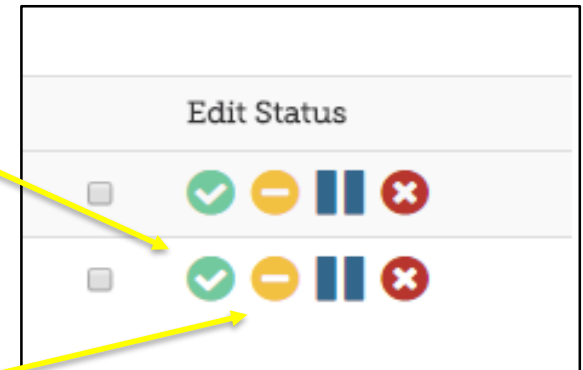
Volunteer	Status	Edit Status
 voly webmaster volywebmaster@gmail.com bedford, tx (817) 287-9836 Expressed Interest: June 20, 2018	 Interested In Volunteering 05:30 PM-04:30 PM Tue, Aug 28, 2018 Reading Partner	<input type="checkbox"/>     <input type="checkbox"/>    

- When you click on a shift that needs attention, a status bar for that volunteer will appear beneath the calendar
- Click on the icons level with the volunteer's name to change their status for this shift

To Manage Volunteers

Click on the green check mark to **Approve** the volunteer

- Volunteer's status will change to Accepted to Volunteer
- VOLY will immediately send an acceptance email
- VOLY will send a reminder emails prior to the event



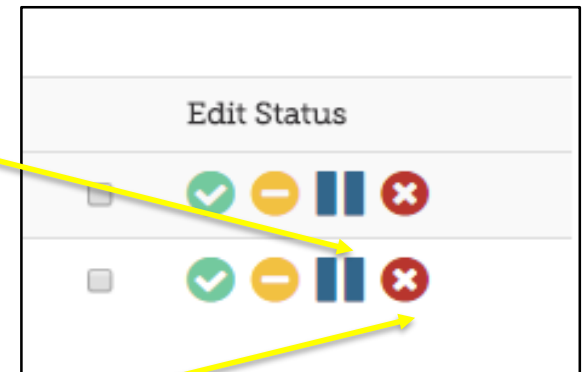
Click on the yellow dash (--) to **Hold** the volunteer

- Volunteer is not needed immediately, but is 'on hold' for future needs for this repeating opportunity
- Volunteer's status will change to On Hold
- VOLY will immediately send an email advising the volunteer.
- You can edit this email, as needed

To Manage Volunteers

Click on the blue bars (||) to **Waitlist** the volunteer

- This opportunity is currently full, volunteer is waitlisted to contact if there are cancellations
- Volunteer's status will change to Waitlist
- VOLY will immediately send an email advising the volunteer
- You can edit this email, as needed



Click on the red X to **Decline** the volunteer

- Volunteer's status will change to Declined
- VOLY will immediately send an email advising the volunteer
- You can edit this email, as needed

To Manage Multiple Volunteers

- Set your calendar view to show slots for 'All'
- Click on the shift you want to manage
- All interested volunteers will appear in the status bar beneath the calendar
 - You can now manage volunteer individually by selecting the proper icon after each name
 - By clicking the box to the left of the top status bar you can change the status of all the volunteers on the list

